

## **CSBG Annual Report**

**Program Name:** Community Services Block Grant

**Grantee Name:** Alabama

**Report Name:** CSBG Annual Report Revision # 1

**Report Period:** 10/01/2019 to 09/30/2020

**Report Status:** Submission Accepted by CO (Revision #1)

### **Report Sections**

- 1. Section A - Module 1 - State Administration***
- 2. Section B - Statewide Goals and Accomplishments***
- 3. Section C - CSBG Eligible Entity Update***
- 4. Section D - Organizational Standards for Eligible Entities***
- 5. Section E - State Use of Funds***
- 6. Section F - State Training and Technical Assistance***
- 7. Section G - State Linkages and Communication***
- 8. Section H - Monitoring, Corrective Action, and Fiscal Controls***
- 9. Section I - Results Oriented Management and Accountability (ROMA) System***

## Section A - Module 1 - State Administration

U.S. Department of Health and Human Services	OMB Clearance No: 0970-0492
CSBG Annual Report	Expiration Date: 02/28/2023
<b>Community Services Block Grant (CSBG) Annual Report - State Administration Module</b>	
<p>Note: The reporting timeframes for all information in the administrative module is based on the Federal Fiscal Year, which runs from October 1 of a given calendar year until September 30 of the following calendar year. When completing the annual report, respondents will first indicate the Federal Fiscal Year for which the state is submitting data. The Online Data Collection (OLDC) system will then auto-populate the administrative module with information from the appropriate year (year 1 or year 2) in the accepted CSBG State Plan. States will be able to update information in these sections, as necessary.</p>	
<b>SECTION A CSBG LEAD Agency, CSBG Authorized Official, CSBG Point of Contact</b>	
A1. Confirm and update the following information in relation to the lead agency designated to administer the CSBG in the State, as required by Section 676(a) of the CSBG Act.	
A1a. Lead Agency Alabama Department of Economic and Community Affairs	
A1.b. Cabinet or administrative department of this lead agency	
<input type="radio"/> Community Services Department	
<input type="radio"/> Human Services Department	
<input type="radio"/> Social Services Department	
<input type="radio"/> Governors Office	
<input checked="" type="radio"/> Community Affairs Department	
<input type="radio"/> Other, describe	
A1c. Division, bureau, or office of the CSBG authorized official Alabama Department of Economic and Community Affairs	
A1d. Authorized official of the lead agency :	
Instructional note: The authorized official could be the director, secretary, commissioner etc. as assigned in the designation letter (attached under item 1.3). The authorized official is the person indicated as authorized representative on the SF-424M.	
Kenneth W. Boswell	
A1e. Street address 401 Adams Avenue, Suite 560	
A1f. City Montgomery	A1g. State AL
A1h. Zip 36104	
A1i. Telephone (334) 242-5591	Extension
A1j. Fax (334) 242-5099	A1k. Email Kenneth.Boswell@adeca.alabama.gov
A1l. Lead agency website www.adeca.alabama.gov	
A.2. Please check additional programs administered by the State CSBG Lead Agency during the reporting year (FFY)	
<input checked="" type="checkbox"/> Weatherization Assistance Program (WAP)	
<input checked="" type="checkbox"/> Low Income Home Energy Assistance Program (LIHEAP)	
<input type="checkbox"/> U.S. Department of Agriculture Programs	
Specify	
<input checked="" type="checkbox"/> U.S. Department of Housing and Urban Development (HUD) Programs	
Specify	
See Attachment	
<input type="checkbox"/> Other, Describe	
If yes, Please list below:	

## Section B - Statewide Goals and Accomplishments

U.S. Department of Health and Human Services	OMB Clearance No: 0970-0492	
CSBG Annual Report	Expiration Date: 02/28/2023	
<b>Community Services Block Grant (CSBG)</b> <b>Annual Report - State Administration Module</b>		
<b>SECTION B</b> <b>Statewide Goals and Accomplishments</b>		
<b>B.1. Progress on State Plan Goals:</b> Describe progress in meeting the State's CSBG-specific goals for State administration of CSBG under this State Plan.		
Goals: ADECA's first goal is to distribute CSBG funds in a timely manner to the eligible entities. Another goal is to monitor each eligible entity on the organizational standards on an annual basis. The state does this with a data base that the entities upload supporting documentation for each standard. The state will provide training and technical assistance to all entities requiring assistance. The state will use the information from the ACIS survey to better serve the CSBG eligible entities.		
<input checked="" type="radio"/> All Goals Accomplished		
Funds were distributed in a timely manner to the eligible entities. The organizational standards for all entities were monitored for FY 2020. Training and technical assistance was provided to all entities as needed. The information from the ACIS survey was taken into consideration to better serve the entities.		
<input type="radio"/> Goals Partially Accomplished		
<b>Describe Progress</b>		
<input type="radio"/> Not Accomplished		
<b>Explain</b>		
<i>Note: This information is associated with State Accountability Measure 1Sa(i) and will be used in assessing overall progress in meeting State goals.</i>		
<b>B.2. CSBG Eligible Entity Overall Satisfaction Targets:</b> In the table below, provide the State's most recent target for CSBG Eligible Entity Overall Satisfaction during the performance period (FFY).		
Prior Year Target	Most Recent American Customer Survey Index (ACSI) Score	Future Target
85	73	75
<b>Instructional Note:</b> Because the CSBG State Plan may cover two fiscal years, annual updates related to CSBG Eligible Entity satisfaction should be provided in this annual report. The State's target score will indicate improvement or maintenance of the State's Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey of the State's CSBG Eligible Entities. States that did not receive ACSI scores (i.e. States with only a single CSBG Eligible Entity) should not complete Item B.2, but should provide narrative descriptions of other sources of customer feedback and the State's response to that feedback in question B.3. For more information on the ACSI and establishment of targets, see CSBG Information Memorandum #150 Use of the American Customer Satisfaction Index (ACSI) to Improve Network Effectiveness.		
<b>B.3. CSBG Eligible Entity Feedback and Involvement:</b> How has the State considered feedback from CSBG Eligible Entities, OCS, public hearings, and other sources, and/or customer satisfaction surveys such as the American Customer Satisfaction Index (ACSI)? What actions have been taken as a result of this feedback?		
State CSBG staff received feedback from eligible entities through telephone calls, emails, and during T & TA sessions. The recommendations were reviewed, which prompted state CSBG staff to conduct smaller training sessions that resulted in effective questions/comments.		
<b>B.4. State Management Accomplishment:</b> Describe what you consider to be the top management accomplishment achieved by your State CSBG office during the reporting year (FFY). Provide examples of how administrative or leadership actions led to improvements in efficiency, accountability, or quality of services and strategies.		
State CSBG staff, along with state LIHEAP staff, worked with state data base provider to develop a mobile application that agency clients could use to apply for agency services. The participants were able to upload eligibility documentation directly to the agencies for more efficient services. This resulted in reduced time for applicants to receive needed services.		
<b>B.5. CSBG Eligible Entity Management Accomplishments:</b> Describe three notable management accomplishments achieved by CSBG Eligible Entities in your state during the reporting year (FFY). Describe how responsible, informed leadership and effective, efficient processes led to high-quality, accessible, and well-managed services and strategies.		
see attachment		
<b>B.6. Innovative Solutions Highlights:</b> Provide at least three examples of ways in which a CSBG Eligible Entity addressed a cause or condition of poverty in the community using an innovative or creative approach. Provide the agency name, local partners involved, outcomes, and specific information on how CSBG funds were used to support implementation.		
see attachment		

## Section C - CSBG Eligible Entity Update

U.S. Department of Health and Human Services					OMB Clearance No: 0970-0492	
CSBG Annual Report					Expiration Date: 02/28/2023	
<b>Community Services Block Grant (CSBG)</b> <b>Annual Report - State Administration Module</b>						
<b>SECTION C</b> <b>CSBG Eligible Entity Update</b>						
<b>C.1. CSBG Eligible Entities:</b> The table below includes a list of CSBG Eligible Entities in the State as described in the CSBG State Plan for this reporting year (FFY). Please review and note any changes or updates in this information. This table should include every CSBG Eligible Entity to which the State allocated 90 percent of CSBG funds during the reporting period (FFY). The table should not include entities that only receive remainder/discretionary funds from the State or tribes/tribal organizations that receive direct funding from OCS under Section 677 of the CSBG Act.					<b>C.2. Changes to Eligible Entities</b> List: Did the list of eligible entities under item C.1 change during the reporting period (FFY)? If yes, briefly describe the changes.	
<b>C.1a. CSBG Eligible Entity</b>	<b>C.1b. Public or Non Profit</b>	<b>C.1c. Type of Entity (Choose all that apply)</b>	<b>C.1d. Geographical Area Served by County (Provide all counties)</b>	<b>C.1e. Brief Description of "Other"</b>	<b>C.2a. Yes/No</b>	<b>C.2b. Briefly describe changes</b>
Alabama Council on Human Relations, Inc.	Nonprofit	Limited Purpose Agency	Lee County		<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Mark for Delete	
Community Action Agency of South Alabama	Nonprofit	Community Action Agency (CAA)	Baldwin County, Clarke County, Conecuh County, Escambia County, Marengo County, Monroe County, Wilcox County		<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Mark for Delete	
Community Action Committee, Inc. of Chambers-Tallapoosa-Coosa	Nonprofit	Community Action Agency (CAA)	Chambers County, Coosa County, Tallapoosa County		<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Mark for Delete	
Eleventh Area of Alabama Opportunity Action Committee, Inc.	Nonprofit	Community Action Agency (CAA)	Autauga County, Chilton County, Elmore County, Shelby County		<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Mark for Delete	The name was changed in 2018 to Community Action Partnership of Middle Alabama, Inc.
Community Action of Etowah County, Inc.	Nonprofit	Community Action Agency (CAA)	Etowah County		<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Mark for Delete	
Southeast Alabama Community Action Partnership, Inc.	Nonprofit	Community Action Agency (CAA)	Barbour County, Coffee County, Geneva County, Henry County, Houston County		<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Mark for Delete	
Community Action Partnership Huntsville Madison and Limestone Counties, Inc.	Nonprofit	Community Action Agency (CAA)	Limestone County, Madison County		<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Mark for Delete	
Jefferson County Committee for Economic Opportunity	Nonprofit	Community Action Agency (CAA)	Jefferson County		<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Mark for Delete	
Macon Russell Community Action Agency, Inc.	Nonprofit	Community Action Agency (CAA)	Macon County, Russell County		<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Mark for Delete	
Marion-Winston Counties Community Action Committee, Inc.	Nonprofit	Community Action Agency (CAA)	Marion County, Winston County		<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Mark for Delete	
Mobile Community Action, Inc.	Nonprofit	Community Action Agency (CAA)	Mobile County, Washington County		<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Mark for Delete	
Montgomery Community Action Committee & CDC, Inc.	Nonprofit	Community Action Agency (CAA)	Montgomery County		<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Mark for Delete	

Community Action Partnership of North Alabama, Inc.	Nonprofit	Community Action Agency (CAA)	Cullman County, Lawrence County, Morgan County		<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Mark for Delete	
Community Action Agency of Northeast Alabama, Incorporated	Nonprofit	Community Action Agency (CAA)	Blount County, Cherokee County, DeKalb County, Jackson County, Marshall County, St. Clair County		<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Mark for Delete	
Community Action Agency of Northwest Alabama, Inc.	Nonprofit	Community Action Agency (CAA)	Colbert County, Franklin County, Lauderdale County		<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Mark for Delete	
Organized Community Action Program Inc.	Nonprofit	Community Action Agency (CAA)	Bullock County, Butler County, Covington County, Crenshaw County, Dale County, Lowndes County, Pike County		<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Mark for Delete	
Pickens County Community Action Committee and Community Development Corporation, Inc.	Nonprofit	Community Action Agency (CAA)	Pickens County		<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Mark for Delete	
Community Action Agency of TCRCC	Nonprofit	Community Action Agency (CAA)	Calhoun County, Clay County, Cleburne County, Randolph County, Talladega County		<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Mark for Delete	
Walker County Community Action Agency, Inc.	Nonprofit	Community Action Agency (CAA)	Walker County		<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Mark for Delete	
Community Service Programs of West Alabama, Inc.	Nonprofit	Community Action Agency (CAA)	Bibb County, Choctaw County, Dallas County, Fayette County, Greene County, Hale County, Lamar County, Perry County, Sumter County, Tuscaloosa County		<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Mark for Delete	
<b>C.3. Total number of CSBG eligible entities:</b> 20						
<b>Instructional Note:</b> <b>Limited Purpose Agency</b> refers to a CSBG Eligible Entity that was designated as a limited purpose agency under Title II of the Economic Opportunity Act of 1964 for the fiscal year 1981, that served the general purposes of a community action agency under Title II of the Economic Opportunity Act; did not lose its designation as a limited purpose agency under Title II of the Economic Opportunity Act as a result of failure to comply with that Act and that has not lost its designation as an CSBG Eligible Entity under the CSBG Act.  <b>Instructional Note:</b> <b>90 Percent funds</b> are the funds a State provides to CSBG Eligible Entities to carry out the purposes of the CSBG Act, as described under section 675C of the CSBG Act. A State must provide "no less than 90 percent" of their CSBG allocation, under Section 675B, to the CSBG Eligible Entities.						

## Section D - Organizational Standards for Eligible Entities

U.S. Department of Health and Human Services	OMB Clearance No: 0970-0492
CSBG Annual Report	Expiration Date: 02/28/2023

**Community Services Block Grant (CSBG)  
Annual Report - State Administration Module**

**SECTION D  
Organizational Standards for Eligible Entities**

**Note:**Reference CSBG Information Memorandum #138 State Establishment of Organizational Standards for CSBG Eligible Entities

**D.1. Assessment of Organizational Standards:**  
The CSBG State Plan indicated that the State would use the following organizational standards for its oversight of the CSBG:

☒ The State will use the CSBG Organizational Standards Center of Excellence (COE) organizational standards (as described in IM 138)

☐ The State will use an alternative set of organizational standards

**D.1a. How did the State assess CSBG Eligible Entities against organizational standards, as described in IM 138?**

☐ Peer to Peer review (with validation by the State or State-authorized third party)

☐ Self-assessment (with validation by the State or State-authorized third party)

☐ Self-assessment / Peer review with State risk analysis

☐ State - authorized third party validation

☒ Regular, on-site CSBG monitoring

☒ Other

Desk monitoring

**D.1b. Describe the assessment process as implemented by the State. Please describe any changes in the assessment process that occurred since the time of the State plan submission. Please note that with the exception of regular on-site CSBG monitoring, all assessment options above may include either on-site or desk review (or a combination). The specific State approach should be described in the narrative.**  
State CSBG staff review documentation for the organizational standards through the on-line state data system on an annual basis. Each agency has a full on-site monitoring review at least once every three years.

**D.2. Organizational Standards Performance:**  
In the table below, please provide the percentage of CSBG Eligible Entities that met all State-adopted organizational standards in the reporting period (FFY). The target set in the CSBG State Plan is provided in the left-hand column. For more information on the CSBG Organizational Standards, see CSBG Information Memorandum # 138.

Target vs. Actual Performance on the Organizational Standards				
Fiscal Year	State CSBG Plan Target	Number of Entities Assessed	Number that Met <u>All</u> (100%) State Standards	Actual Percentage Meeting <u>All</u> (100%) of State Standards
2020	60	20	6	30.00%

**Progress Indicators**  
*Indicate the number of entities that met the following percentages of Organizational Standards*

<b>Note - While the State targets the percent of CSBG Eligible Entities to meet 100% of the Organizational Standards, targets are not set in the State Plan for 90%, 80%, and 70% progress indicators.</b>	Number of Entities Assessed	Number that Met between <u>20%</u> and <u>99%</u> of State Standards	Actual Percentage
	20	7	35.00%
	Number of Entities Assessed	Number that Met between <u>80%</u> and <u>89%</u> of State Standards	Actual Percentage
	20	1	5.00%
	Number of Entities Assessed	Number that Met between <u>70%</u> and <u>79%</u> of State Standards	Actual Percentage
	20	4	20.00%

**Note:** This information is associated with State Accountability measures 6Sa.

**D.2a. In the space below, please identify the challenges and factors contributing to the difference between the target and actual results provided in the top row of Table D.2. (above)**  
While only 30% of the agencies met 100% of the standards, the total # of the standards met was 1014 of the 1160 standards or 87%.

**D.2b. Percentage Meeting Organizational Standards by Category.**  
In the table below, provide the number of eligible entities that met each category of the Organizational Standards. The percentage that met all standards in each category will be automatically calculated and totaled in the bottom row.

Percentage Meeting Organizational Standards by Category			
Category	Number of Entities Assessed	Number that Met all Standards in Category	Actual Percentage
1. Consumer Input and Involvement	20	18	90.00%
2. Community Engagement	20	16	80.00%
3. Community Assessment	20	15	75.00%
4. Organizational Leadership	20	12	60.00%
5. Board Governance	20	11	55.00%
6. Strategic Planning	20	12	60.00%
7. Human Resource Management	20	10	50.00%
8. Financial Operations & Oversight	20	13	65.00%
9. Data & Analysis	20	15	75.00%

**D.3. Technical Assistance Plans and Quality Improvement Plans:**  
In the table below, please provide the number of CSBG Eligible Entities with unmet organizational standards with Technical Assistance Plans (TAPs) or Quality Improvement Plans (QIPs) in place.

Technical Assistance Plans and Quality Improvement Plans	
Total Number of CSBG Eligible Entities with unmet organizational standards with Technical Assistance Plans (TAPS) in place	0
Total number of CSBG Eligible Entities with unmet organizational standards with Quality Improvement Plans (QIPS) in place	0

**D.3.a. If the State identified CSBG Eligible Entities with unmet organizational standards for which it was determined that TAPs or QIPs would not be appropriate, please provide a narrative explanation below.**  
☒ Yes ☐ No

The state did not put TAP or QIP in place for the unmet organizational standards. The insufficiency can be attributed to entity not providing sufficient documentation. As part of the CAP submitted each year, the agency must provide the steps they will take to meet any standard that was not met in the previous year. See attachment for detail.

**Note: D.3. is associated with State Accountability Measure 6Sb.**

QIPs are described in Section 678C(a)(4) of the CSBG Act.

For additional information on corrective action and the circumstances under which a State may establish TAPs and QIPs, see IM-138, Pages 5-6



## Section E - State Use of Funds

U.S. Department of Health and Human Services	OMB Clearance No: 0970-0492			
CSBG Annual Report	Expiration Date: 02/28/2023			
<b>Community Services Block Grant (CSBG) Annual Report - State Administration Module</b>				
<b>SECTION E State Use of Funds</b>				
<p><b>Note:</b> The reporting timeframes for expenditure information is based on the Federal Fiscal Year, which runs from October 1 of a given calendar year until September 30 of the following calendar year. States that operate according to a different fiscal year should analyze actual quarterly obligation of funds and report on obligations made during the time period of the Federal Fiscal Year.</p>				
CSBG Eligible Entity Allocation (90 Percent Funds) [Section 675C(a) of the CSBG Act]				
<p><b>E.1. State Distribution Formula:</b> Did the State institute any changes in the distribution formula for the CSBG Eligible Entities during the reporting period covered by this report?</p> <p> <input type="radio"/> Yes  <input checked="" type="radio"/> No         </p>				
<p><b>E.1.a</b> If yes please describe any specific changes and describe how the State complied with assurances provided in Question 14 of the CSBG as required under Section C76(b)(8) of the State CSBG Act.</p>				
<p><b>E.2. Planned vs. Actual Allocation:</b> Using the table below, specify the actual allocation of 90 percent of CSBG funds to CSBG Eligible Entities, as described under Section 675C(a) of the CSBG Act. While the CSBG State Plan allows for either percentages or dollar amounts, this table in the administrative report must be based on actual dollars allocated to each CSBG Eligible Entity during the Federal Fiscal Year (FFY). For each Eligible Entity receiving CSBG funds, provide the Funding Amount allocated to the CSBG Eligible Entity during the FFY.</p>				
<b>Planned vs Actual CSBG 90 Percent Funds</b>				
CSBG Eligible Entity	Planned		Actual	
	Funding Amount (\$)	Funding Amount (%)	Allocations (Based on State Formula)	Obligations
Alabama Council on Human Relations, Inc.	393,702	0.00%	407,395	407,395
Community Action Agency of South Alabama	887,303	0.00%	918,164	918,164
Community Action Committee, Inc. of Chambers-Tallapoosa-Coosa	251,020	0.00%	259,750	259,750
Eleventh Area of Alabama Opportunity Action Committee, Inc.	567,353	0.00%	587,090	587,090
Community Action of Etowah County, Inc.	271,267	0.00%	280,702	280,702
Southeast Alabama Community Action Partnership, Inc.	591,671	0.00%	612,250	612,250
Community Action Partnership Huntsville Madison and Limestone Counties, Inc.	754,366	0.00%	780,604	780,604
Jefferson County Committee for Economic Opportunity	1,569,840	0.00%	1,624,439	1,624,439
Macon Russell Community Action Agency, Inc.	268,034	0.00%	277,357	277,357
Marion-Winston Counties Community Action Committee, Inc.	161,888	0.00%	167,520	167,520
Mobile Community Action, Inc.	1,267,224	0.00%	1,311,296	1,311,296
Montgomery Community Action Committee & CDC, Inc.	651,660	0.00%	674,324	674,324
Community Action Partnership of North Alabama, Inc.	554,267	0.00%	573,546	573,546
Community Action Agency of Northeast Alabama, Incorporated	967,475	0.00%	1,001,124	1,001,124
Community Action Agency of Northwest Alabama, Inc.	477,488	0.00%	494,092	494,092
Organized Community Action Program Inc.	576,107	0.00%	596,145	596,145
Pickens County Community Action Committee, and Community Development Corporation, Inc.	83,847	0.00%	86,764	86,764
Community Action Agency of TCRCC	729,324	0.00%	754,689	754,689



Walker County Community Action Agency, Inc.	195,652	0.00%	202,457	202,457
Community Service Programs of West Alabama, Inc.	1,183,932	0.00%	1,225,107	1,225,107
<b>Total</b>	<b>12,403,422</b>	<b>0.00%</b>	<b>12,834,815</b>	<b>12,834,815</b>

**E.3. Actual Distribution Timeframe:**  
Did the State make funds available to CSBG Eligible Entities no later than 30 calendar days after OCS distributed the Federal award? ☒ Yes  
☐ No

**E.3a.** If no, did the State implement procedures to ensure funds were made available to CSBG Eligible Entities consistently and without interruption? ☐ Yes ☐ No

**E.3b.** If the State was not able to make CSBG funds available within 30 calendar days after OCS distributed the Federal award, and was not able ensure that funds were made available consistently and without interruption, provide an explanation of the circumstances below along with a description of planned corrective actions.

Note: Item E.3 is associated with State Accountability Measure 2Sa.

**Administrative Funds [Section 675C(b)(2) of the CSBG Act]**

**E.4.** What amount of State CSBG funds did the State obligate for administrative activities during the Federal Fiscal Year? The amount must be based on actual dollars allocated during the Federal Fiscal Year (FFY). If you provided a percentage in Question 7.6, please convert to dollars.

State Administrative Funds			
CSBG State Plan		Actual Amount Obligated	
Target from CSBG State Plan 7.6	If entered in the CSBG State Plan as a percentage, convert and insert your number in dollars based on actual award amount.		
5	\$675,501	\$843,964	

**E.5.** How many State staff positions were funded in whole or in part with CSBG funds in the reporting period (FFY)?

Staff Positions Funded	
CSBG State Plan	Actual Number
9	6.0

**E.6.** How many State Full Time Equivalents (FTEs) were funded with CSBG funds in the reporting period (FFY)?

State FTEs	
CSBG State Plan	Actual Number
5	2.3

**Remainder/Discretionary Funds [Section 675C(b) of the CSBG Act]**

**E.7.** Describe how the State used remainder/discretionary funds in the table below

**Instructional Note:** While the CSBG State Plan allows for either percentages or dollar amounts, this table in the administrative report must be based on actual dollars obligated to each budget category during the Federal Fiscal Year (FFY). States that do not have remainder/discretionary funds will not complete this item. If a funded activity fits under more than one category in the table, allocate the funds among the categories. For example, if the State provides funds under a contract with the State Community Action Association to provide training and technical assistance to CSBG Eligible Entities and to create a statewide data system, the funds for that contract should be allocated appropriately between Row A and Row C. If an allocation is not possible, the State may allocate the funds to the main category with which the activity is associated.

Note: This information is associated with State Accountability Measures 3Sa.

Planned vs. Actual Use of Remainder/Discretionary Funds				
Remainder/Discretionary Funds Uses (See 675C(b)(1) of the CSBG Act)	Planned		Obligated	Brief Description of Services/activities
	Planned \$	Planned %	Actual \$	
a. Training/technical assistance to eligible entities	\$0.00	0.00%	0	State distributes 95% - does not have discret

				ionary funds
b. Coordination of State-operated programs and/or local programs	\$0.00	0.00%	0	State distributes 95% - does not have discretionary funds
c. Statewide coordination and communication among eligible entities	\$0.00	0.00%	0	State distributes 95% - does not have discretionary funds
d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0.00	0.00%	0	State distributes 95% - does not have discretionary funds
e. Asset-building programs	\$0.00	0.00%	0	State distributes 95% - does not have discretionary funds
f. Innovative programs/activities by eligible entities or other neighborhood groups	\$0.00	0.00%	0	State distributes 95% - does not have discretionary funds
g. State charity tax credits	\$0.00	0.00%	0	State distributes 95% - does not have discretionary funds
h. Other activities, Specify	\$0.00	0.00%	0	State distributes 95% - does not have discretionary funds
<b>Totals</b>	\$0.00	0.00%	\$0	

E.8. What types of organizations, if any, did the State work with (by grant or contract using remainder/discretionary funds) to carry out some or all of the activities in table E.7. (above)

☐ CSBG Eligible Entities (if checked, include the expected number of CSBG Eligible Entities to received funds)

(if checked, include the expected number of CSBG Eligible Entities to received funds)

☐ Other community-based organizations

☐ State Community Action Association

☐ Regional CSBG technical assistance provider

☐ National technical assistance provider

☐ Individual consultant

☐ Tribes and Tribal Organizations

☐ Other

If Other Checked

☒ None (the State will carry out activities directly)

E.9. Total Obligations:

Category	Actual Obligations
Obligations to Eligible Entities (from State CSBG 90% Formula Funds)	\$12,834,815
State Administrative Costs	\$843,964
Remainder/Discretionary Funds	\$0
<b>Total Obligations in FY</b>	<b>\$13,678,779</b>
E.9a. Prior Year Carryover Of the total amount reported in the row above, the amount that represents carryover funding from the prior fiscal year.	\$4,870,600
E.9b. Carryover for this Fiscal Year Of the total CSBG amount to the State for this Fiscal Year, the amount that was unobligated and will carry forward to the next Fiscal Year.	\$4,656,860

## Section F - State Training and Technical Assistance

U.S. Department of Health and Human Services				OMB Clearance No: 0970-0492	
CSBG Annual Report				Expiration Date: 02/28/2023	
<b>Community Services Block Grant (CSBG)</b> <b>Annual Report - State Administration Module</b>					
<b>SECTION F</b> <b>Training, Technical Assistance, or Both</b>					
<b>F.1. Describe how the State delivered CSBG-funded training and technical assistance to CSBG Eligible Entities by completing the table below. Add a row for each activity: indicate the timeframe; whether it was training, technical assistance or both; and the topic. CSBG funding used for this activity is referenced under Item E.7 (Planned vs. Actual Use of Remainder/Discretionary Funds.)</b>					
<b>Note: F.1 is associated with State Accountability Measure 3Sc</b>					
<b>Training and Technical Assistance</b>					
Training	Topic	Actual Dates		Brief Description	Conducted
		Start Date	End Date		
Training	Organizational Standards - General	09/09/2020	09/09/2020	The training was coordinated with the State Association and provided by staff of the National Community Action Partnership	<input checked="" type="radio"/> Yes <input type="radio"/> No
Both	Technology	01/07/2020	01/07/2020	provided assistance to JCCEO staff	<input checked="" type="radio"/> Yes <input type="radio"/> No
Both	Reporting	02/03/2020	02/03/2020	Provided T & TA to staff at CAPMA on preparing and submitting annual report in the statewide data system	<input checked="" type="radio"/> Yes <input type="radio"/> No
Both	Technology	12/06/2019	12/06/2019	provided assistance to SEACAP staff	<input checked="" type="radio"/> Yes <input type="radio"/> No
Both	Reporting	01/29/2020	01/29/2020	Provided T & TA to staff at CAATCRCC and CAA Elowah on preparing and submitting annual report in the statewide data system	<input checked="" type="radio"/> Yes <input type="radio"/> No
Both	Reporting	01/28/2020	01/28/2020	Provided T & TA to staff at CSPEAL, PCCAA, WCCAA, and MWCAC on preparing and submitting annual report in the statewide data system	<input checked="" type="radio"/> Yes <input type="radio"/> No
Both	Reporting	01/24/2020	01/24/2020	Provided T & TA to staff at Mobile CAA and CAASA on preparing and submitting annual report in the statewide data system	<input checked="" type="radio"/> Yes <input type="radio"/> No
Both	Reporting	01/23/2020	01/23/2020	Provided T & TA to staff at OCAP and SEACAP on preparing and submitting annual report in the statewide data system	<input checked="" type="radio"/> Yes <input type="radio"/> No
Both	Reporting	01/15/2020	01/15/2020	Provided T & TA to staff at CAPHMLC, CAPNA, CAANE, CAANW on preparing and submitting annual report in the statewide data system	<input checked="" type="radio"/> Yes <input type="radio"/> No
Both	Reporting	01/16/2020	01/16/2020	Provided T & TA to staff at ACHR, MRCAA, CACCTC, on preparing and submitting annual report in the statewide data system	<input checked="" type="radio"/> Yes <input type="radio"/> No
Both	Technology	12/02/2019	12/02/2019	provided assistance to Montgomery CAA staff	<input checked="" type="radio"/> Yes <input type="radio"/> No
Both	Organizational Standards - General	11/14/2019	11/14/2019	provided assistance to Montgomery CAA	<input checked="" type="radio"/> Yes <input type="radio"/> No
Technical Assistance	Technology	09/14/2020	09/14/2020	Webinar with CAPNA staff to discuss CARES	<input checked="" type="radio"/> Yes <input type="radio"/> No
Technical Assistance	Other	04/23/2020	04/23/2020	provided webinar to management and staff of CAAs to discuss CSBG CARES and LIHEAP CARES	<input checked="" type="radio"/> Yes <input type="radio"/> No
Training	Technology	05/26/2020	05/26/2020	provided training on mobile app developed for agencies to use for intake	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>F.2. Indicate the types of organizations through which the State provided training and/or technical assistance as described in Item F.1, and briefly describe their involvement? (Check all that apply.)</b>					
<input type="checkbox"/> CSBG Eligible Entities (if checked, provide the expected number of CSBG Eligible Entities to receive funds)					
If checked, provide the expected number of CSBG eligible entities to receive funds					
<input type="checkbox"/> Other community-based organizations					

<input checked="" type="checkbox"/>	State Community Action Association
<input type="checkbox"/>	Regional CSBG technical assistance provider
<input type="checkbox"/>	National technical assistance provider
<input type="checkbox"/>	Individual consultant(s)
<input type="checkbox"/>	Tribes and Tribal Organizations
<input type="checkbox"/>	Other

## Section G - State Linkages and Communication

U.S. Department of Health and Human Services	OMB Clearance No: 0970-0492
CSBG Annual Report	Expiration Date: 02/28/2023
<b>Community Services Block Grant (CSBG) Annual Report - State Administration Module</b>	
<b>SECTION G State Linkages and Communication</b>	
<b>Note:</b> This section describes activities that the State supported with CSBG remainder/discretionary funds, described under Section 675C(b)(1) of the CSBG Act.	
<b>Note:</b> This item is associated with State Accountability Measure 7Sa.	
<b>G.1. State Linkages and Coordination at the State Level:</b> Please review and confirm all areas for linkage and coordination that were outlined in the CSBG State Plan.	
<input checked="" type="checkbox"/> State Low Income Home Energy Assistance Program (LIHEAP) office	
<input checked="" type="checkbox"/> State Weatherization office	
<input type="checkbox"/> State Temporary Assistance for Needy Families (TANF) office	
<input type="checkbox"/> State Head Start office	
<input type="checkbox"/> State public health office	
<input type="checkbox"/> State education department	
<input type="checkbox"/> State Workforce Innovation and Opportunity Act (WIOA) agency	
<input type="checkbox"/> State budget office	
<input type="checkbox"/> Supplemental Nutrition Assistance Program (SNAP)	
<input type="checkbox"/> State child welfare office	
<input type="checkbox"/> State housing office	
<input type="checkbox"/> Other	
If Other Describe	
<b>G.1a. Describe the linkages and coordination at the State level that the State created or maintained to ensure increased access to CSBG services by communities and people with low-income people and communities under the CSBG State Plan and avoid duplication of services (as required by the assurance under Section 676(b)(5)) and identified in the CSBG State Plan. Describe or attach additional information as needed and provide a narrative describing activities, including an explanation of any changes from the original CSBG State Plan.</b>  The State has maintained coordination with the LIHEAP and Weatherization State offices since all are housed in the same division of ADECA. The program managers of CSBG, LIHEAP, and Weatherization communicate regularly to discuss enhancements at the agencies. The statewide data system is used by all three programs. The State communicates funding opportunities to the agencies so that services can be expanded in the local service area.	<b>G.1a. Attachment</b> \$
<b>G.2. State Linkages and Coordination at the Local Level:</b> Describe the linkages and coordination at the local level that the State created or maintained with governmental and other social services, especially antipoverty programs, to assure the effective delivery of and coordination of CSBG services to people with low-income and communities and avoid duplication of services (as required by assurances under Sections 676(b)(5) and (b)(6)). Review and update the narrative describing actual activities, including an explanation of any changes from the original CSBG State Plan. Attach additional information as needed.  Many of the state's local agencies partnered with United Way in their communities in preparing the community assessments. Agencies coordinated activities with financial institutions to provide financial literacy classes/workshops to participants. Agencies partnered with 2-year colleges to provide training for low-income citizens. The state communicated funding opportunities that are available to the local agencies so that services could be expanded in the local service areas.	<b>G.2. Attachments</b>
<b>G.3. CSBG Eligible Entity Linkages and Coordination</b>	
<b>G.3a. State Assurance of CSBG Eligible Entity Linkages and Coordination:</b> Describe how the State assured that the CSBG Eligible Entities coordinated and established linkages to assure the effective delivery of and coordination of CSBG services to people with low-income and communities and avoid duplication of services (as required by the assurance under Section 676(b)(5)). Attach additional information as needed.  The state and eligible entities in the state has, to the maximum extent possible, coordinated programs with and formed partnerships with other organizations serving low-income residents of the communities and members of the groups served by the state, including faith-based organizations, other non-profit organizations and community organizations. Below is a list of activities coordinated with other entities: X Disaster assistance X Emergency assistance X Employment supports X Health Fairs/Wellness Fair for employed individuals with no health insurance X Housing Counseling X Child Care X Job Fairs X Parenting Classes X Community Awareness Events X Legal Counseling/Clinics The eligible entity uploaded documentation in the state's data base to support partnerships established during the year.	<b>G.3a. Attachment</b> \$
<b>G.3b State Assurance of Eligible Entity Linkages to Fill Service Gaps:</b> Describe how the CSBG Eligible Entities developed linkages to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations, according to the assurance under Section 676(b)(3)(B) of the CSBG Act.	

In developing the community assessments for the agency's service area, focus groups were held within the communities. These focus groups included representatives from other nonprofit organizations, faith-based organizations, educational institutes, public and private sector. During the meetings services that are currently offered were discussed.

**G.4. Workforce Innovation and Opportunity Act (WIOA) Employment and Training Combined Plan Activities (if applicable):**

**If the State included CSBG employment and training activities as part of a WIOA Combined State Plan, as allowed under the Workforce Innovation and Opportunity Act, provide a brief narrative describing the status of WIOA coordination activities, including web links if available to any publicly accessible combined plans and reports.**

In accordance with the Community Services Block Grant Act, Alabama's twenty Community Action Agencies assist in meeting the needs of whole family structures as well as addressing the needs of an individual. Services to individuals and families that are WIOA related include: Customer/client evaluations and assessments; Information and referral based on client needs for education, employment or other assistance services (some services and assistance provided in house); Job readiness and skills counseling; Limited skill development, computers, day care and others (not all agencies); Job placement and development with local employers; Employability skills orientation and classes; Limited on-the-job training (not all agencies); Programs for youth and family development; Day Care and Head Start services (not all agencies); After school and summer programs for youth; Transportation (not all agencies); Emergency and special needs; and client/customer case management, follow-up/tracking and results management.

**G.5. Coordination among CSBG Eligible Entities and State Community Action Association:**

**Describe State activities that took place to support coordination among the CSBG Eligible Entities and the State Community Action Association.**

The state CSBG staff has continued to coordinate with State Community Action Association and eligible entities to support training opportunities and compliance. All twenty community action agencies in Alabama are members of the State Association. State CSBG staff coordinate with the Association in providing training and technical assistance to agencies in need. State staff participate by presenting workshops at the Association's annual conference and board retreats.

**G.6. Feedback to CSBG Eligible Entities and State Community Action Association:**

**Describe how the State provided feedback to local entities and the State Community Action Association regarding its performance on State Accountability Measures.**

The state prepared a report on the status of the State Accountability Measures. The report was issued on 12/11/2020 after OCS acceptance of the 2019 annual report on 10/27/2020.

**Note: This information is associated with State Accountability Measure 5S(iii). The measure indicates feedback should be provided within 60 calendar days of the State getting feedback from OCS.**

## Section H - Monitoring, Corrective Action, and Fiscal Controls

U.S. Department of Health and Human Services				OMB Clearance No: 0970-0492		
CSBG Annual Report				Expiration Date: 02/28/2023		
<b>Community Services Block Grant (CSBG)</b> <b>Annual Report - State Administration Module</b>						
<b>SECTION H</b> <b>Monitoring, Corrective Action, and Fiscal controls</b>						
Monitoring of CSBG Eligible Entities (Section 678B(a) of the CSBG Act)						
<b>H.1. Briefly describe the actual monitoring visits conducted during the reporting year including: full on-site reviews; on-site reviews of newly designated entities; follow-up reviews - including return visits to entities that failed to meet State goals, standards, and requirements; and other reviews as appropriate. If a monitoring visit was planned during the year but not implemented, provide a brief explanation in the far right column of the table below.</b>						
Instructional Note: This information is associated with State Accountability Measure 4Sa(i).						
CSBG Eligible Entity	Review Type	Planned Site Visit Date	Actual Site Visit Date		Brief Description of Purpose	Conducted
			Start Date	End Date	<p><b>Note: If a monitoring visit was a part of the original state monitoring plan, the State may note that this was a routine scheduled monitoring visit. If the visit was not a part of the original monitoring plan, the State will provide a brief explanation for the purpose of the Visit (e.g. a follow-up regarding a special issue).</b></p> <p><b>This section should not be used to outline findings, but should simply note the purpose of the monitoring (FFY) (e.g. follow-up regarding corrective actions).</b></p>	
Alabama Council on Human Relations, Inc.	Other	FY2 Q4	09/30/2020	09/30/2020	State conducted desk review for compliance with organizational standards	<input checked="" type="radio"/> Yes <input type="radio"/> No
Community Action Agency of South Alabama	Other	FY2 Q4	09/30/2020	09/30/2020	State conducted desk review for compliance with organizational standards	<input checked="" type="radio"/> Yes <input type="radio"/> No
Community Action Committee, Inc. of Chambers-Tallapoosa-Coosa	Other	FY2 Q4	09/30/2020	09/30/2020	State conducted desk review for compliance with organizational standards	<input checked="" type="radio"/> Yes <input type="radio"/> No
Eleventh Area of Alabama Opportunity Action Committee, Inc.	Other	FY2 Q4	09/30/2020	09/30/2020	State conducted desk review for compliance with organizational standards	<input checked="" type="radio"/> Yes <input type="radio"/> No
Community Action of Etowah County, Inc.	Other	FY2 Q4	09/30/2020	09/30/2020	State conducted desk review for compliance with organizational standards	<input checked="" type="radio"/> Yes <input type="radio"/> No
Southeast Alabama Community Action Partnership, Inc.	Other	FY2 Q3	09/30/2020	09/30/2020	State conducted desk review for compliance with organizational standards	<input checked="" type="radio"/> Yes <input type="radio"/> No
Community Action Partnership Huntsville Madison and Limestone Counties, Inc.	Other	FY2 Q4	09/30/2020	09/30/2020	State conducted desk review for compliance with organizational standards	<input checked="" type="radio"/> Yes <input type="radio"/> No
Jefferson County Committee for Economic Opportunity	Other	FY2 Q4	09/30/2020	09/30/2020	State conducted desk review for compliance with organizational standards	<input checked="" type="radio"/> Yes <input type="radio"/> No



Macon Russell Community Action Agency, Inc.	Other	FY2 Q4	09/30/2020	09/30/2020	State conducted desk review for compliance with organizational standards	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Marion-Winston Counties Community Action Committee, Inc.	Other	FY2 Q4	09/30/2020	09/30/2020	State conducted desk review for compliance with organizational standards	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Mobile Community Action, Inc.	Other	FY2 Q4	09/30/2020	09/30/2020	State conducted desk review for compliance with organizational standards	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Montgomery Community Action Committee & CDC, Inc.	Other	FY2 Q4	09/30/2020	09/30/2020	State conducted desk review for compliance with organizational standards	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Community Action Partnership of North Alabama, Inc.	Other	FY2 Q4	07/01/2020	07/31/2020	State conducted desk review for compliance with organizational standards. In addition, in lieu of on-site monitoring, remote monitoring was done through "Zoom" and "FaceTime"	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Community Action Agency of Northeast Alabama, Incorporated	Other	FY2 Q4	09/30/2020	09/30/2020	State conducted desk review for compliance with organizational standards	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Community Action Agency of Northwest Alabama, Inc.	Other	FY2 Q4	09/30/2020	09/30/2020	State conducted desk review for compliance with organizational standards	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Organized Community Action Program Inc.	Other	FY2 Q4	08/24/2020	08/28/2020	State conducted desk review for compliance with organizational standards. In addition, in lieu of on-site monitoring, remote monitoring was done through "Zoom" and "FaceTime"	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Pickens County Community Action Committee, and Community Development Corporation, Inc.	Other	FY2 Q4	08/24/2020	08/28/2020	State conducted desk review for compliance with organizational standards. In addition, in lieu of on-site monitoring, remote monitoring was done through "Zoom" and "FaceTime"	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Community Action Agency of TCRCC	Other	FY2 Q4	09/30/2020	09/30/2020	State conducted desk review for compliance with organizational standards	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Walker County Community Action Agency, Inc.	Other	FY2 Q3	09/30/2020	09/30/2020	State conducted desk review for compliance with organizational standards	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Community Service Programs of West Alabama, Inc.	Full On-site	FY2 Q2	12/07/2020	12/10/2020	Full on-site review was completed	<input checked="" type="radio"/> Yes <input type="radio"/> No		
<b>H.2. Monitoring Policies:</b> Were any modifications made to the State's monitoring policies and procedures during the reporting period? <input checked="" type="radio"/> Yes <input type="radio"/> No								
If changes were made to State monitoring policies and procedures, attach and/or provide a hyperlink to the modified documents. After the COVID pandemic started, on-site monitoring was no longer an option. CSBG staff conducted remote monitoring visits with the use of technology. "Zoom" meetings and "Facetime" calls were used to conduct the visits.					H.2. Monitoring Policies Attachments			
<b>H.3. Initial Monitoring Reports:</b> Were all State monitoring reports conducted in a manner consistent with State monitoring policies and procedures and disseminated to CSBG Eligible Entities within 60 calendar days? <input checked="" type="radio"/> Yes <input type="radio"/> No								
If no, provide the actual number of days for initial distribution of all monitoring reports and provide an explanation for the circumstances that resulted in delayed reports.								
Note: This item is associated with State Accountability Measure 4Sa(ii).								
Corrective Action, Termination and Reduction of Funding and Assurance Requirements (Section 678C of the Act)								
<b>H.4. Quality Improvement Plans (QIPs):</b> Did all CSBG Eligible Entities on Quality Improvement Plans resolve identified deficiencies within the schedule agreed upon by the State and eligible entity? <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A								
If no, provide an explanation for the circumstances								
Note: The QIP information is associated with State Accountability Measures 4Sc.								

**H.5. Reporting of QIPs:**  
 Did the State report all CSBG Eligible Entities with serious deficiencies from a monitoring review to the Office of Community Services within 30 calendar days of the State approving a QIP?  
☐ Yes ☐ No ☒ N/A

If no, provide an explanation for the circumstances. A plan to assure timely notification of OCS must be included in the next CSBG State Plan.

Note: This item is associated with State Accountability Measure 4Sa(iii).

**Fiscal Controls and Audits**

**H.6. Single Audit Review:**  
 In the table below, provide the dates of any CSBG Eligible Entity Single Audits in the Federal Audit Clearinghouse that were received and reviewed during the Federal Fiscal Year as required by the CSBG regulations applicable to 45 CFR 75.521. If the audit contained findings requiring a management decision by the State, provide the date the decision was issued.

Employer Identification Number (EIN) of Agency	Date Audit was Accepted by Federal Audit Clearinghouse	State Management Decision Required?	State Management Decision Issued within 6 Months	Date Management Decision Issued (if applicable)
630378133	01/23/2020	No		
630510904	07/23/2020	No		
630740961	05/02/2020	No		
636054097	12/07/2019	No		
630515016	03/11/2020	No		
630506449	12/01/2020	No		
630665982	02/05/2020	Yes	No	01/28/2021
630514875	11/20/2020	No		
630506849	08/02/2019	No		
630501263	02/15/2020	No		
630960388	12/01/2020	No		
630505899	08/14/2019	No		
636054092	10/09/2020	No		
630518148	10/04/2019	No		
636053512	07/23/2020	No		
630505905	05/20/2020	No		
630517976	09/01/2020	No		
630502395	03/13/2020	Yes	No	01/14/2021
630501819	05/08/2020	No		
630671915	05/29/2020	No		

**H.7. Single Audit Management Decisions:**  
 Briefly describe any management decisions issued according to State procedures of CSBG Eligible Entity single audit. Provide the audit finding reference number from the Federal Audit Clearinghouse and describe any required actions and timelines for correction.  
 See Attachment

Note: This information is associated with State Accountability Measure 4Sd

## Section I - Results Oriented Management and Accountability (ROMA) System

U.S. Department of Health and Human Services	OMB Clearance No: 0970-0492
CSBG Annual Report	Expiration Date: 02/28/2023
<b>Community Services Block Grant (CSBG) Annual Report - State Administration Module</b>	
<b>SECTION I</b> <b>Results Oriented Management and Accountability (ROMA) System</b>	
<b>I.1. ROMA Participation:</b> In which performance measurement system did the State and CSBG Eligible Entities participate, as required by Section 678E(a) of the CSBG Act and the assurance under Section 676(b)(12) of the CSBG Act?	
<input checked="" type="checkbox"/> The Results Oriented Management and Accountability (ROMA) System	
<input type="checkbox"/> Another performance management system that meets the requirements of Section 678E(b) of the CSBG Act	
<input type="checkbox"/> An alternative system for measuring performance and results	
<b>I.1a. If ROMA was selected in item I.1, provide an update on any changes in procedures and data collection systems that were initiated or completed in the reporting period.</b> no changes to report	<b>I.1a. If ROMA was selected: Attachments</b>
<b>I.1b. If ROMA was not selected in item I.1., describe the system the State used for performance measurement. Provide an update on any changes in procedures and data collection systems that were initiated or completed in the reporting period.</b>	
<b>I.2. State ROMA Support:</b> How did the State support the CSBG Eligible Entities in using the ROMA system or alternative performance measurement system in promoting continuous improvement? For example, describe any data systems improvements, support for community needs assessment, support for strategic planning, data analysis etc. State staff held webinars with agencies to provide assistance with documentation to support the standards	<b>I.2. State ROMA Support: Attachments</b>
<b>I.3. State Review of Eligible Entity Data:</b> Describe the procedures and activities the state used to review the ROMA data (i.e. all data from elements of the ROMA cycle) from CSBG Eligible Entities for completion, accuracy, and reliability (e.g. methodology used for validating the data submitted annually by the local agencies). Alabama has a state-wide data system that has a module for agencies to upload supporting documentation for the organizational standards. As state staff complete the monthly desk reviews for the agencies the submitted documentation is reviewed and feedback is provided to the agencies when necessary. On a quarterly basis, state staff run system reports to review. The reports are the same as the Module 4 annual reports. State staff review to see that services have been reported for the completed outcomes as well as checking to see if agencies are on target to meet goals set for their programs. If needed the agencies are contacted to discuss progress.	<b>I.3. State Review of Eligible Entity Data: Attachments</b>
<b>I.4. State Feedback on Data Collection, Analysis and Reporting:</b> State Accountability Measure 5S(ii) requires states to submit written feedback to each CSBG Eligible Entity regarding the entity's performance in meeting ROMA goals, as measured through National Performance Indicator (NPI) data, within 60 calendar days of submitting the State's Annual Report. Has the State provided each CSBG Eligible Entity written, timely (at a minimum within 60 days of the submission) feedback regarding the entity's performance in meeting ROMA goals as measured through national performance data? <input checked="" type="radio"/> Yes <input type="radio"/> No	
<b>If no, describe the plan to assure timely notification of the CSBG Eligible Entities within 60 calendar days of submitting the State's CSBG Annual Report.</b>	
<b>If yes, Please describe, Note: This information is associated with State Accountability Measure 5S(ii)</b> The agencies are able to view the status of the organizational standards throughout the year. An email was sent to all executive directors on 12/11/2020 for FY 2019.	
<b>I.5. State and Eligible Entity Continuous Improvement. Provide 2-3 examples of changes made by CSBG Eligible Entities to improve service delivery and enhance impact for individuals, families, and communities with low-incomes based on their in-depth analysis of performance data.</b> See Attachment	<b>I.5. State and Eligible: Attachments</b>

CSBG Entity Single Audits that were received and reviewed during our FY 2020									
Agency	FYE	Log #	FYE	Date ADECA Received	Date Audit was Accepted by Federal Audit ClearingHouse	FY Audit was Accepted by Federal Audit ClearingHouse	State Management Decision Required?	State Management Decision Issued within 6 Months?	Date Management Decision Issued (if applicable)
1 Community Action Agency of Northwest Alabama, Inc.	9/30	200017	9/30/2019	2/25/2020	5/20/2020	2020	No	NA	NA
2 Community Action Partnership of Huntsville/Madison and Limestone Counties, Inc.	8/31	200018	8/31/2019	3/2/2020	2/15/2020	2020	No	NA	NA
3 Walker County Community Action Agency, Inc.	10/31	200027	10/31/2019	5/1/2020	5/8/2020	2020	No	NA	NA
4 Community Action of Etowah County	10/31	200002 210008	10/31/2018 10/31/2019	11/6/2019 11/23/2020	8/2/2019 12/1/2020	2019 2021	No No	NA NA	NA NA
5 Community Action Agency of Talladega, Clay, Randolph, Calhoun and Cleburne Counties	12/31	200003	12/31/2018	11/6/2019	3/13/2020	2020	Yes	No	1/14/2021
6 Eleventh Area of Alabama Opportunity Action Committee, Inc. (Community Action Partnership of Middle Alabama Inc)	10/31	1900072	10/31/2018 10/31/2019	7/29/2019 5/26/2021	8/2/2019 none	2019	No No	NA NA	NA NA
7 Chambers-Tallapoosa-Coosa Community Action Committee, Inc.	6/30	200022	6/30/2019	3/31/2020	5/2/2020	2020	No	NA	NA
8 Montgomery Community Action Agency	2/28	200004	2/28/2019	11/25/2019	12/7/2019	2020	Yes	No	2/5/2021
9 Organized Community Action Program, Inc.	9/30	200045	9/30/2019	9/23/2020	9/1/2020	2020	No	NA	NA
10 Community Action Agency of Northeast Alabama, Inc.	10/31	200039	10/31/2019	7/30/2020	7/23/2020	2020	No	NA	NA
11 Marion-Winston Counties Community Action Committee, Inc.	9/30	200008 210049	9/30/2018 9/30/2019	1/30/2020 printed 5/11/21	8/21/2019 12/1/2020	2019 2021	Yes No	Yes NA	2/14/2020 NA
12 Jefferson County Committee for Economic Opportunity	12/31	200016	12/31/2018 12/31/2019	2/21/2020	8/14/2019 none	2019	No	NA	NA
13 Mobile Community Action, Inc.	12/31	200010	12/31/2018	1/30/2020	10/4/2019	2020	Yes	No	5/19/2021
14 Macon-Russell Community Action Agency, Inc.	10/31	190050 210003	10/31/2018 10/31/2019	6/21/2019 10/15/2020	7/23/2019 10/9/2020	2019 2021	Yes Yes	Yes Yes	11/8/2019 12/4/2020
15 Pickens County Community Action Committee and Community Development Corp., Inc.	5/31	200019	5/31/2019	3/6/2020	3/11/2020	2020	No	NA	NA
16 Southeast Alabama Community Action Partnership (Human Resource Development Corporation)	9/30	200015	9/30/2018	2/19/2020	2/5/2020	2020	Yes	No	1/28/2021
17 Community Action Agency of South Alabama	9/30	210048	9/30/2019	printed 5/11/21	7/23/2020	2020	No	NA	NA
18 Community Action Partnership of North Alabama, Inc.	12/31	190054 210006	12/31/2018 12/31/2019	7/15/2019 11/2/2020	7/25/2019 11/20/2020	2019 2021	No No	NA NA	NA NA
19 Community Service Programs (CSP) of West Alabama	9/30	200030	9/30/2019	5/8/2020	5/29/2020	2020	No	NA	NA
20 Alabama Council on Human Relations, Inc.	2/28	200005	2/28/2019	12/12/2019	1/23/2020	2020	No	NA	NA

## **Single Audit Management Decisions for audits received in FY 2020:**

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### **CAA of Talladega, Clay, Randolph, Calhoun, and Cleburne Counties**

#### **Findings:**

#### **2019-001 (Repeat) Financial Statement & SEFA Preparation**

The financial statements and SEFA were not prepared by management and required adjustments to be in accordance with GAAP.

The board of directors and management of the Agency expects to gain more knowledge and understanding via training and proper staffing with personnel capable of performing such duties.

#### **2019-002 (Repeat) Bank Reconciliations**

The bank reconciliations were not prepared in a timely manner.

The board of directors and management of the Agency expects to gain more knowledge and understanding via training and proper staffing with personnel capable of performing such duties.

ADECA staff will follow up on corrective actions implemented during monitoring reviews.

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### **Montgomery Community Action**

#### **Finding:**

#### **2019-001 Internal Control Over Financial Reporting**

Montgomery Community Action Committee (MCAC) had not reconciled and adjusted several accounts.

MCAC's accounting system appears to be unnecessarily complex and they lack proper processes and procedures to ensure all accounts are accurately reconciled in a timely manner.

MCAC has begun implementing additional procedures.

ADECA staff will follow up on corrective actions implemented during monitoring reviews.

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### **Marion-Winston Counties Community Action Committee**

#### **Finding:**

#### **2018-001 Failure to File with Federal Audit Clearinghouse in a timely manner**

Marion-Winston Counties CAC did not submit an audit package before 9 months after it's 2017 year end.

The CAC was in a transition period during which a new Fiscal Officer was trained.

---

### **Mobile Community Action**

#### **Finding:**

#### **2019-001 Account Reconciliations**

Mobile Community Action (MCA) had not reconciled and adjusted several accounts.

MCA is currently doing reconciliations by the 15th working day after the month ends.

---

### **Macon-Russell Community Action Agency**

#### **Findings:**

#### **2019-001 (Repeat) Financial Statement Findings (FSF)**

Current lack of qualified financial personnel to record revenues and expenses and the proper allocations to produce proper financial reporting.

#### **2019-002 (Repeat) FSF Segregation of Duties Finding**

Improper segregation of duties caused by limited staffing.

#### **2019-003 (Repeat) Federal Award Findings and Questioned Costs (FAFQC)**

Current lack of qualified financial personnel to record revenues and expenses and the proper allocations to produce proper financial reporting.

(continued next page)

## Single Audit Management Decisions for audits received in FY 2020:

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### **Macon-Russell Community Action Agency (continued)**

2019-004 (Repeat) FAFQC Segregation of Duties Finding

Improper segregation of duties caused by limited staffing.

Macon Russell Community Action Agency strives to engage employees and consultants who possess industry knowledge and expertise to provide financial services, as well as legal and professional services. The Agency believes the financial needs are real and are working to fill this void. Unfortunately, given the current financial and going concern circumstances, the Agency does not think that it can financially afford, the addition of an employee or consultant to oversee the annual financial reporting process, also acknowledging the need. Efforts remain in effect to garner help in the financial reporting and accounting processes.

ADECA staff will follow up on corrective actions implemented during monitoring reviews.

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### **Southeast Alabama Community Action Partnership (SEACAP)**

Findings:

#### **Financial Statements Findings**

2014-003 (Repeat) Information Technology/Segregation of Duties

Improper segregation of duties and lack of controls over access accounting software.

SEACAP contracted a CPA for help with this issue. There is proper segregation of duties and control over access to accounting software now.

2017-002 (Repeat) Journal Entries

No formal review and approval of journal entries.

SEACAP contracted a CPA for help with this issue. There are system controls in place now.

2018-001 Payroll Accuracy

No proper review of payroll documents.

SEACAP contracted a CPA to assist with implementing procedures for preparing payroll documents.

#### **Federal Award Findings and Questioned Costs**

2014-005 Grant Reporting

Sufficient supporting documentation for CSBG ROMA report couldn't be found.

SEACAP revised the chart of accounts for revenues and expenses in order to be able to produce reports based on the various service categories/domains, to be used as back-up documentation.

2016-001 Cash Management

Inadequate monitoring in place caused SACAP to drawdown more LIHEAP funds than were the immediate cash needs.

SEACAP has established written procedures to reduce the time elapsing between the transfer of funds and the disbursement of expenditures.

2017-004 (Repeat) Cash Management

Inadequate monitoring in place caused SACAP to drawdown more CSBG funds than were the immediate cash needs.

SEACAP has established written procedures to reduce the time elapsing between the transfer of funds and the disbursement of expenditures.

2017-005 (Repeat) Reporting

SEACAP failed to meet filing deadlines.

SEACAP has implemented a monitoring control where the Accounting Manager is required to perform quarterly reviews to ensure required reports are completed accurately and timely.

(continued on next page)

**Single Audit Management Decisions for audits received in FY 2020:**

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**Southeast Alabama Community Action Partnership (SEACAP) (continued)**

2018-002 Failure to File with Federal Audit Clearinghouse in a Timely Manner

SEACAP did not file with Federal Clearinghouse on time because accounting books were not ready.

SEACAP has established written policy to obtain audit services within a timeframe that will facilitate completion of the Data Collection Form within a timely manner.

ADECA staff will follow up on corrective actions implemented during monitoring reviews.

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## **I5 – State and CSBG Eligible Entity Continuous Improvement as reported by agencies**

### **Alabama Council on Human Relations**

In December, the agency partnered with Feed the Children to assist Head Start families with food boxes, personal hygiene boxes and vitamins. ACHR provided information on its website and Facebook page. Erica Norris, CAP-LC (CSBG) Board Member and Representative of Ward 2 in Opelika, promoted these services and volunteered to assist in distributing the items.

### **Community Action Committee of Chambers-Tallapoosa-Coosa**

The agency began a plan to initiate client appointments through automated phone service.

### **Community Action of Etowah County, Inc.**

In order to improve service delivery and enhance the impact that our agency has on individuals and families that we serve, the staff has completed an in-house training on assisting clients with computer assisted verifications. We can now print SNAP benefits; TANF benefits; retrieve employment wages from participating employers; print unemployment income; verify child support payments; and verify successful completion of job search efforts.

### **Community Action Agency of Huntsville/Madison & Limestone Counties, Inc.**

The agency collaborated with Community Bank Partners (BancorpSouth, Bryant Bank, CB&S Bank, Center State Bank, First Bank, First National Bank, Progress Bank & Trust, Renasant Bank and Servis1st Bank, Cadence Bank, Regions Bank, Alabama Cooperative Extension Service, Harris Home for Children, City of Huntsville, and other local non-profits providing financial literacy to low-income individuals and families throughout Madison and Limestone counties. This effort addressed financial competencies to include: establishment of types of credit, obtaining and reading credit report, creating and maintaining a budget and setting financial goals allowing informed and effective decisions creating economic development.

In partnership with Calhoun Community College, the agency offered a General Equivalency Diploma (GED) program for individuals and families throughout Madison and Limestone Counties as a result of the agencies' strategic goals. This site is centrally located for individuals who may not have transportation to the local educational sites and provides an alternate classroom setting. Through this partnership General Equivalency Diplomas have been achieved.

In collaboration with Oakwood University, the agency utilized social work interns to assist with service delivery to clients by identifying barriers and compiling resources available in the community.

The agency collaborated with the City of Huntsville, local nonprofits, faith based and educational institutions to provide awareness of the importance of completing the Census 2020, so that the community gets its fair share of funding and continuation of vital programs.

The agency enhanced the quality of life for the residents of the Harris Home for Children by replacing unhealthy and hazardous carpeting with flooring to improve health and safety measures for neglected adolescent children in our community.

The agency continued to provide face to face and contactless services throughout the pandemic without interruption. Personal Protective Equipment (PPE) was provided to all staff and clients (if needed) at all agency locations. CAPHMLC merged locations and increased hours of operation to improve service delivery throughout Madison & Limestone Counties. CAPHMLC assisted clients using the LITT Lite app providing contactless service delivery.

#### **Jefferson County Committee for Economic Opportunity**

IN PY2020 the agency had to learn new and different ways on how to deliver the services needed in the Jefferson County Communities. Our brand and how we are viewed by the citizens is a why we are able to provide assistance. We ensured our website presence was updated so that it was user friendly and simple to navigate.

The agency decided to present our brand in several different forms to be most effective. Radio ads were created and played to target an audience that would pass along the information. An image had to be created to remind the community that we are here to assist them. Media presence became shown in several different outlets from the local news stations to our own Facebook, Instagram and Twitter accounts.

#### **Macon-Russell Community Action Agency, Inc.**

Due to the pandemic, the agency has made changes to its service delivery approach to ensure that both customers and staff are safe and abiding by the Centers for Disease Control's guidance. The agency installed barriers, ordered PPE and decreased the number of face to face appointments in the effort to continue to provide services to the residents.

#### **Marion-Winston Community Action**

The three office locations remain open in Hamilton, Haleyville and Double Springs. Some alterations have been made in the way appointments could be scheduled and a greater effort has been made to allow those in need of service to be assisted in the safest way possible, taking health care concerns into consideration. Efforts are made to make it as convenient and safe as possible for households and individuals to be assisted. Work has been done with the Marion and Winston County Commissions as well as the City of Haleyville to keep all three offices open on a regular basis. In the beginning of the LIHEAP Heating Assistance Season and in the beginning of the LIHEAP Cooling Assistance Season efforts have been made to publicize and offer priority of assistance to those in need within the elderly and disabled members of the community.

#### **Community Action Partnership of Middle Alabama, Inc.**

During the last reporting year, the agency was able to improve service delivery by adjusting how clients submit appointment documentation through increasing our use of online resources. Intake workers are now allowed to accept documentation through email and the new LITT Lite system. The adjustment makes it easier for clients to turn in paperwork in an efficient manner.

## **B6 - Innovative Solutions Highlights as reported by agencies**

### **Alabama Council on Human Relations**

With only a two weeks lapse in our services, the Emergency Services Office offered a “drop off” program. Applicants would continue to call to schedule an appointment, but the client would retrieve an online application from the agency’s website or retrieve a hard copy application from a “realtor box” attached to a locked mailbox. The locked mailbox is used as the drop box where clients would drop their documentation. Workers would retrieve the information from the drop box and would work up the clients’ information. This allowed workers to safely offer the community its services and obtain outcomes for assisting households. This information was placed on the agency’s webpage, Facebook page and Charity Tracker which contains the agency’s partners.

### **Community Action Committee of Chambers-Tallapoosa-Coosa**

N/A

### **Community Action of Etowah County, Inc.**

Community Action of Etowah County uses CSBG funds to support efforts to address "embarrassing" issues of individuals and families that serve as poverty-causing barriers. Our local partners for these initiatives included Salvation Army, Greater Gadsden Housing Authority, Gadsden State Community College, DHR, Faith-Based Organizations, and Social Security Administration. The Executive Director used several hours to meet with and offer creative and comprehensive approaches to motivate, inspire, and encourage clients who were considered extremely vulnerable.

### **Community Action Agency of Huntsville/Madison & Limestone Counties, Inc.**

N/A

### **Jefferson County Committee for Economic Opportunity**

With awarded funds from the office of ADECA, JCCEO was able to renovate our Headquarters location to allow our staff to safely socially distance when they return to working full time in the building. Wallpaper was stripped and floors were taken up to allow new carpet to be placed and walls to be painted. A large portion of a wall on the first floor was ridden with mold that had to be torn down and repaired. Our clients deserve to be able to live independently knowing that if they do need assistance, JCCEO will be there to provide it.

The staff had to work remotely to prevent the spread of the virus and to keep everyone healthy. Working remotely was challenging, but, welcomed as a new way of communicating and learning. Video calls were made to keep everyone informed and to allow everyone to become acclimated to getting the job done and serving the citizens of Jefferson County.

The agency phone system was upgraded throughout each location. The IT department worked diligently doing research, having meetings and reviewing quotes from different vendors to secure a more effective way of communication for our staff.

### **Macon-Russell Community Action Agency, Inc.**

The agency has continued to provide continuing education opportunities to those who desire to receive a certification or degree. The agency has partnered with Chattahoochee Valley Community College to provide the training.

#### **Marion-Winston Community Action**

In an effort to continue to help provide additional food resources within Marion and Winston Counties to low income households. Marion-Winston Community Action, Mobile Food Pantry along with working the local community pantries provides opportunity for assistance. With the allocation from the State of Alabama, the mobile food pantry provides direct assistance to the Hackleburg and Winfield communities. In addition, the agency is supporting and partnering with the local community food pantries that provide assistance within the service area. Winston County Main Street Ministries and Harvest of Hope are open to provide continued help to those in need of food items. The Food Pantry of Hamilton, Feed My Sheep, The Center of Concern and Hamilton First Baptist Church regularly offer assistance in local towns.

#### **Community Action Partnership of Middle Alabama, Inc.**

Many low-income families within our service area have limited or no dental insurance to cover needed procedures/preventative health routines. During the last FY, the agency partnered with the Chilton Emergency Assistance Center to support their dental assistance program. The goal is to alleviate financial costs associated with dentist visits for low-income individuals. CSBG funds of \$5000 were donated from CAPMA, enabling the assistance center to provide dental services to 67 people within the service area.

#### **Mobile Community Action, Inc.**

In partnership with the City of Mobile, MCA received additional funds to assist customers with utility bills from Alabama Power, Spire and Mobile Area Water & Sewer System (MAWSS). The outcome achieved was three hundred and eleven (311) customers served and CSBG funds were used to pay salaries for staff. FNPI 4h - 311; SRV 4i - 311

#### **Montgomery Community Action Agency**

Guided by consecutive Community Needs Assessments and having considered the cyclical nature of poverty, with the barriers it presents, specifically regarding access to education and employment, the agency has endeavored to expand its partnership with Trenholm Community College, specifically regarding the Commercial Driver License (CDL) Program. The agency actively sought, applied for, and received additional funding to allow more participants, and to widen the scope of expenses the agency could cover. The need for employment opportunities with livable remuneration, that are open to a broader and more diverse workforce is of great importance. Seeing this need, the agency decided to enhance its existing program. CSBG Funds are used to help cover the cost of tuition, course materials, and the required physical and drug testing.

#### **Community Action Partnership of North Alabama**

Assistance with high energy bills is a condition of poverty that has been a top need in our CNAs for decades and ranked high in our 2020 Community Needs and Resource Assessment. While we have provided LIHEAP assistance over the years, the onset of the SARS-CoV-2 Virus and the stay at home

mandate meant that we had to quickly identify a contactless method to provide this assistance while meeting the CDC and funder guidelines. CAPNA worked with Decatur Utilities, Joe Wheeler EMC, Hartselle Utilities, Cullman Electric Coop., and the Cullman Power Board to create systems that would be effective in awarding assistance. CAPNA worked with the state CSBG office to ensure that all changes to delivery services met requirements and that FACSPRO had the appropriate system changes to record the awards seamlessly. During FY2020, CSBG funds were utilized to assist 2,404 households during the heating season and 2,130 households during the cooling season.

#### **Community Action Agency of Northeast Alabama**

Due to the effects of COVID-19, healthcare and mental healthcare was increasingly identified as a cause or condition of poverty in our agency's Community Needs Assessment. Our agency was able to partner with the St. Clair Community Health Clinic to cover the cost of co-pays for clients to obtain the necessary healthcare and mental healthcare they required. These vouchers were funded by the ADECA CSBG Disaster Relief funds. Clients applied for co-pay vouchers with the agency's Case Managers. After using the vouchers, Case Managers followed up with the clients to evaluate their increased physical or mental well-being due to the program.

#### **Community Action Agency of Northwest Alabama**

As COVID has invaded our world, Orders by Governor Ivey were issued to shelter. They were in place beginning March 2020. We have not had opportunity to provide new services/methods in the community.

#### **Organized Community Action Program**

The agency was unable to effectively address a cause or condition of poverty in the community utilizing an innovative or creative approach. We are simply proud to have continuously served our communities during the COVID-19 Pandemic.

#### **Pickens County Community Action**

During the reporting year the agency, addressed employment as the identified cause or condition of poverty. Employment was identified as a cause of poverty from clients' profile information and needs surveys. The Agency has a partnership with Pickens Co. Extension Services, which during the reporting year, has provided various virtual trainings to our clients. Career Choice, Resume Writing, Interview Skills, Communication Skills, Teamwork, Problem Solving, Critical Thinking and Enthusiasm and Attitude workshops, to name a few, have been provided for our clients. The Agency also has a partnership with Tuscaloosa Career Center that provides job search and other requested support and training opportunities for our clients. The agency's two Community Service Specialists developed and facilitated all trainings that are provided to clients by our partners. CSBG funds are used for their salaries to support the implementation of partnerships and trainings.

#### **Southeast Alabama Community Action Partnership**

The agency partnered with USDA out of Florida and gave out fresh fruit and vegetable boxes to help during the COVID pandemic. The program was to last 10 weeks, but instead, it went an extra month. Weekly, Barbour, Henry, Geneva and Coffee County offices received 50 boxes; but the Houston county office received 200 per week, 100 on Tuesdays and 100 on Thursdays. Houston County office partnered

with Hawk Houston Boys Club and Tabernacle Missionary Baptist Church so that they could take boxes to the seniors and homebound who were unable to get out and about.

#### **Community Action Agency of South Alabama**

By partnering with BBVA we were able to provide Financial Education virtually to increase the number of individuals in our community who were able to improve their financial well-being.

#### **Community Action Agency of Talladega, Clay, Randolph, Calhoun, & Cleburne Counties**

We were able to increase the amount of housing repair assistance. Customers were able to receive minor repair assistance to their homes in the areas of steps, ramps, doors, floor repair, water heaters, refrigerators, and window units. We were also able to increase the amount of assistance with food vouchers for our low-income customers.

#### **Walker County Community Action Agency**

Our Agency's Budgeting and Financial workshops and one-on-one classes assist low-income families by helping them budget their expenses. Our partners include: United Way of Central Alabama, USDA Rural Development, BBVA Compass, Pinnacle Bank, Jasper Housing Authority, and local municipalities. We provide families/individuals with information on how to survive on their income. We provided referrals for services needed, and helped them develop a monthly budget. CSBG is used to help cover the overhead cost, planning cost, and some office expenses.

#### **Community Service Programs of West Alabama**

During the pandemic, it became evident to the CSP\* Supportive Services Department Head that service delivery would encounter various obstacles. In order to prevent the loss of quality services, Supportive Services management developed a "carhop" approach to provide service intake, particularly for the LIHEAP program. By doing intake outside, staff were able to continue our LIHEAP program without cessation of quality services. In addition, this limited client contact approach enabled us to protect our staff during the height of the pandemic.

Our local partners in this endeavor were members of the Non-Profit Council who made referrals to our agency. As noted above, the outcomes achieved included continued delivery to our clients who needed the service and protection of our agency staff as well as the general public. Limiting direct contact allowed us to prevent a large gathering of people in our office.

Alabama Department of Economic and Community Affairs (ADECA)  
Administered Programs

- State Energy Program
- Alabama Energy and Residential Codes
- AlabamaSAVES
- Alabama Emergency and Assurance Plan
- State Buildings Program
- Alternative Transportation Fuels Program
- Local Government Energy Loan Program
- Broadband
- Industrial Energy Efficiency Program
- Building Operator Certification (BOC) Program
- Volkswagen Settlement
- Community Development Block Grant (CDBG)
- Emergency Solutions Grant (ESG)
- State Small Business Credit Initiative (SSBCI)
- Community Development Block Grant – Disaster Recovery
- Neighborhood Stabilization Program (NSP)
- Office of Minority Business Enterprise (OMBE)
- Enterprise Zone Program
- Fair Housing Outreach
- Occupant Protection
- State Traffic Safety Information System Improvements
- Impaired Driving Countermeasures
- Highway and Traffic Safety Programs
- Yellow Dot Program
- Family Violence Prevention and Services Grant Program
- Victims of Crime Act Victim Assistance Grant Program
- STOP Violence Against Women Grant Program
- Sexual Assault Services Grant Program
- Edward Byrne Memorial Justice Assistance Grant (JAG) Program
- Residential Substance Abuse Treatment (RSAT) for State Prisoners Grant Program
- Paul Coverdell Forensic Science Improvement Grant Program
- Juvenile Justice and Delinquency Prevention Act (JJDP)
- Juvenile Justice Formula Grant Program (Title II)
- Office of Water Resources
- Opportunity Zones Program



## **Module 2 - CSBG**

**Program Name:** Community Services Block Grant

**Grantee Name:** Alabama

**Report Name:** Module 2 - CSBG

**Report Period:** 10/01/2019 to 09/30/2020

**Report Status:** Submitted

### **Report Sections**

- 1. Section A***
- 2. Section B***
- 3. Section C***

## Section A

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Administration for Children and Families  
Community Services Block Grant (CSBG)

Form Approved  
OMB No: 0970-0492  
Expires: 02/28/2023

### Module 2

#### Section A: Local Agency CSBG Expenditures - Data Entry Form

Section A: Local Agency CSBG Expenditures Data Entry Form meets the Congressional requirement for an explanation of the total amount of CSBG funding expended during the reporting period (identified below) based on categories referenced in the CSBG Act.

Notes: CSBG funding expended during the reporting period should be reported in the domain that best reflects the services delivered and strategies implemented. Further instructions will be provided but please keep the following in mind, per domain.

**Domain A.2g Services Supporting Multiple Domains:** Expenditures reported under Services Supporting Multiple Domains are those that span or support outcomes achieved across multiple domains for families and individuals, such as case management, transportation, and childcare.

**Domain A.2h Linkages:** Many of the activities that were associated with Linkages are now captured in Domain A2.i. Agency Capacity Building. This narrows the definition of Linkages, but continues to include community initiatives and information and referral calls.

**Domain A.2i Agency Capacity Building:** Agency Capacity Building expenditures are detailed in A.4 on this form.

**A.3 Reporting on Administration:** Administrative costs for CSBG reporting are defined by the Office of Community Services as "equivalent to typical indirect costs or overhead." As distinguished from program administration or management expenditures that qualify as direct costs, administrative costs refer to central executive functions that do not directly support a specific project or service.

Name of CSBG Eligible Entity (enter below):

State Name (enter below):

### A.1 CSBG Eligible Entity Reporting Period

#### A.1 Local Agency Reporting Period:

A.1a. July 1 - June 30	<input type="checkbox"/>
A.1b. October 1 - September 30	<input type="checkbox"/>
A.1c. January 1 - December 31	<input type="checkbox"/>

### A.2 CSBG Expenditures:

CSBG Expenditures Domains	CSBG Funds
A.2a. Employment	\$382,569.78
A.2b. Education and Cognitive Development	\$560,686.68
A.2c. Income, Infrastructure, and Asset Building	\$448,490.13
A.2d. Housing	\$7,605,710.67
A.2e. Health and Social/Behavioral Development	\$1,200,273.98
A.2f. Civic Engagement and Community Involvement	\$256,727.25
A.2g. Services Supporting Multiple Domains	\$1,537,433.58
A.2h. Linkages (e.g. partnerships that support multiple domains)	\$1,452,663.59
A.2i. Agency Capacity Building (detailed below in Table A.4)	\$571,705.83
A.2j. Other (e.g. emergency management/disaster relief)	\$273,843.00
A.2k. Total CSBG Expenditures (auto-calculated)	\$14,290,104.49

**A.3. Of the CSBG funds reported above, report the total amount used for Administration\*.**

\*for more information on what qualifies as administration, refer to IM37  
<https://www.acf.hhs.gov/ocs/resource/im-no->

\$1,786,651.65

*37-definition-and-allowability-of-direct-and-administrative-cost*

**A.4. Details on Agency Capacity Building Activities Funded by CSBG:**

**A.4.1. Please identify which activities were funded by CSBG under Agency Capacity Section B. Please check all that apply.**

- |                                                          |                                                      |                                             |
|----------------------------------------------------------|------------------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Community Needs Assessment      | <input type="checkbox"/> Data Management & Reporting | <input type="checkbox"/> Strategic planning |
| <input type="checkbox"/> Training & Technical Assistance | <input type="checkbox"/> Other                       |                                             |

A.4.1.oth. Below please specify Other Activities funded by CSBG under Agency Capacity:

## Section B

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Administration for Children and Families  
Community Services Block Grant (CSBG)

Form Approved  
OMB No: 0970-0492  
Expires: 02/28/2023

### Module 2 Section B: Local Agency Capacity Building - Data Entry Form

Section B: Local Agency Capacity Building Data Entry Form provides detail on agency capacity building funded by CSBG and other funding sources.

Name of CSBG Eligible Entity:

<b>B.2. Hours of Agency Capacity Building (e.g. training, planning, assessment):</b>	<b>Hours</b>
B.2a. Hours of Board Members in capacity building activities	739
B.2b. Hours of Agency Staff in capacity building activities	59,550

<b>B.3. Volunteer Hours of Agency Capacity Building (e.g. program support, service delivery, fundraising):</b>	<b>Hours</b>
B.3a. Total number of volunteer hours donated to the agency	245,377
B.3a.1. Of the above, the total number of volunteer hours donated by individuals with low-incomes	125,644

<b>B.4. The number of staff who hold certifications that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:</b>	<b>Number</b>
B.4a. Number of Nationally Certified ROMA Trainers	21
B.4b. Number of Nationally Certified ROMA Implementers	14
B.4c. Number of Certified Community Action Professionals (CCAP)	4
B.4d. Number of Staff with a child development certification	301
B.4e. Number of Staff with a family development certification	20
B.4f. Number of Pathways Reviewers	0
B.4g. Number of Staff with Home Energy Professional Certifications	3
B.4g.1. Number of Energy Auditors	2
B.4g.2. Number of Retrofit Installer Technicians	0
B.4g.3. Number of Crew Leaders	0
B.4g.4. Number of Quality Control Inspectors (QCI)	2
B.4h. Number of LEED Risk Certified assessors	0
B.4i. Number of Building Performance Institute (BPI) certified professionals	3
B.4j. Number of Classroom Assessment Scoring System (CLASS) certified professionals	64
B.4k. Number of Certified Housing Quality Standards (HQS) Inspectors	1
B.4l. Number of American Institute of Certified Planners (AICP)	0
B.4m. Other (Please specify others below):	19

B.4m.oth. Below please specify Other certifications held by staff members:

<b>B.5. Number of organizations, both public and private, that the CSBG Eligible Entity actively works with to expand resources and opportunities in order to achieve family and community outcomes:</b>	<b>Unduplicated Number of Organizations</b>
B.5a. Non-Profit	718
B.5b. Faith Based	425
B.5c. Local Government	301

B.5d. State Government	189
B.5e. Federal Government	72
B.5f. For-Profit Business or Corporation	451
B.5g. Consortiums/Collaborations	55
B.5h. School Districts	123
B.5i. Institutions of Post-Secondary Education/Training	106
B.5j. Financial/Banking Institutions	59
B.5k. Health Service Organizations	238
B.5l. Statewide Associations or Collaborations	42

## Section C

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Administration for Children and Families  
Community Services Block Grant (CSBG)

Form Approved  
OMB No: 0970-0492  
Expires: 02/28/2023

### Module 2

#### Section C: Allocated Resources per CSBG Eligible Entity - Data Entry Form

Name of CSBG Eligible Entity:

<b>C.2. Amount of FY 20XX CSBG allocated to reporting entity</b>	<b>C.2.</b>	\$17,921,461.88
------------------------------------------------------------------	-------------	-----------------

#### C.3 Federal Resources Allocated (Other than CSBG)

C.3a. Weatherization (DOE) (include oil overcharge \$\$)	C.3a.	\$2,414,881.18
<b>C.3b. Health and Human Services (HHS)</b>		
C.3b.1. LIHEAP - Fuel Assistance (include oil overcharge \$\$)	C.3b.1.	\$52,605,973.42
C.3b.2. LIHEAP - Weatherization (include oil overcharge \$\$)	C.3b.2.	\$2,092,557.49
C.3b.3. Head Start	C.3b.3.	\$76,538,555.57
C.3b.4. Early Head Start	C.3b.4.	\$13,803,493.33
C.3b.5. Older Americans Act	C.3b.5.	\$17,855.00
C.3b.6. Social Services Block Grant (SSBG)	C.3b.6.	\$0.00
C.3b.7. Medicare/Medicaid	C.3b.7.	\$814,238.68
C.3b.8. Assets for Independence (AFI)	C.3b.8.	\$0.00
C.3b.9. Temporary Assistance for Needy Families (TANF)	C.3b.9.	\$220,000.00
C.3b.10. Child Care Development Block Grant (CCDBG)	C.3b.10.	\$0.00
C.3b.11. Community Economic Development (CED)	C.3b.11.	\$0.00
C.3b.12. Other HHS Resources <i>ENTER DESCRIPTION, CFDA#, &amp; DOLLAR AMOUNT BELOW</i>		
C.3b.12.i	CFDA#:	\$0.00
C.3b.12.ii	CFDA#:	\$0.00
C.3b.12.iii	CFDA#:	\$0.00
C.3b.12.iv	CFDA#:	\$0.00
C.3b.13. Total Other HHS Resources (autocalculated)	C.3b.13.	\$0.00

<b>C.3c. Department of Agriculture (USDA)</b>		
C.3c.1. Special Supplemental Nutrition for Women, Infants, and Children (WIC)	C.3c.1.	\$0.00
C.3c.2. All USDA Non-Food programs (e.g. rural development)	C.3c.2.	\$0.00
C.3c.3. All other USDA Food programs	C.3c.3.	\$5,623,719.05
<b>C.3d. Department of Housing and Urban Development (HUD)</b>		
C.3d.1. Community Development Block Grant (CDBG) - Federal, State, and Local	C.3d.1.	\$3,000.00
C.3d.2. Section 8	C.3d.2.	\$0.00
C.3d.3. Section 202	C.3d.3.	\$0.00
C.3d.4. Home Tenant-Based Rental Assistance (HOME TBRA)	C.3d.4.	\$0.00
C.3d.5. HOPE for Homeowners Program (H4H)	C.3d.5.	\$0.00
C.3d.6. Emergency Solutions Grant (ESG)	C.3d.6.	\$181,369.00
C.3d.7. Continuum of Care (CoC)	C.3d.7.	\$397,570.00
C.3d.8. All other HUD programs, including homeless programs	C.3d.8.	\$108,925.69
<b>C.3e. Department of Labor (DOL)</b>		
C.3e.1. Workforce Innovation and Opportunity Act (WIOA) *previously WIA	C.3e.1.	\$21,603.00
C.3e.2. Other DOL Employment and Training programs	C.3e.2.	\$85,031.72
C.3e.3. All other DOL programs	C.3e.3.	\$0.00
C.3f. Corporation for National and Community Service (CNCS) programs	C.3f.	\$756,855.34
C.3g. Federal Emergency Management Agency (FEMA)	C.3g.	\$329,357.92



C.3h. Department of Transportation	C.3h.	\$0.00
C.3i. Department of Education	C.3i.	\$0.00
C.3j. Department of Justice	C.3j.	\$0.00
C.3k. Department of Treasury	C.3k.	\$7,000.00
<b>C.3l. Other Federal Resources ENTER DESCRIPTION, CFDA#, &amp; DOLLAR AMOUNT BELOW</b>		
C.3li	CFDA#:	C.3li \$1,057,750.05
C.3lii	CFDA#:	C.3lii \$0.00
C.3liii	CFDA#:	C.3liii \$0.00
C.3liv	CFDA#:	C.3liv \$0.00
C.3m. Total Other Federal Resources (auto-calculated)		\$1,057,750.05
C.3n. Total: Non-CSBG Federal Resources Allocated (auto-calculated)		\$157,079,736.44

<b>C.4. State Resources Allocated</b>		
C.4a. State appropriated funds used for the same purpose as Federal CSBG funds	C.4a.	\$320,625.00
C.4b. State Housing and Homeless programs (include housing tax credits)	C.4b.	\$57,539.00
C.4c. State Nutrition programs	C.4c.	\$30,000.00
C.4d. State Early Childhood Programs (e.g. Head Start, Day Care)	C.4d.	\$5,300,810.49
C.4e. State Energy programs	C.4e.	\$0.00
C.4f. State Health programs	C.4f.	\$0.00
C.4g. State Youth Development programs	C.4g.	\$0.00
C.4h. State Employment and Training programs	C.4h.	\$0.00
C.4i. State Senior programs	C.4i.	\$87,061.90
C.4j. State Transportation programs	C.4j.	\$0.00
C.4k. State Education programs	C.4k.	\$385,200.00
C.4l. State Community, Rural and Economic Development programs	C.4l.	\$0.00
C.4m. State Family Development programs	C.4m.	\$80,000.00
<b>C.4n. Other State Resources</b>		
C.4n.i.	C.4n.i.	\$15,000.00
C.4n.ii.	C.4n.ii.	\$0.00
C.4n.iii.	C.4n.iii.	\$0.00
C.4n.iv.	C.4n.iv.	\$0.00
C.4o. Total Other State Resources (auto-calculated)	C.4o.	\$15,000.00
C.4p Total: State Resources Allocated (auto-calculated)	C.4p	\$6,276,236.39
C.4q If any of these resources were also reported under Item C.3n. (Federal Resources), please estimate the amount.	C.4.q.	\$0.00

<b>C.5. Local Resources Allocated</b>		
C.5a. Amount of unrestricted funds appropriated by local government	C.5a.	\$894,418.14
C.5b. Amount of restricted funds appropriated by local government	C.5b.	\$762,940.21
C.5c. Value of Contract Services	C.5c.	\$160,000.00
C.5d. Value of in-kind goods/services received from local government	C.5d.	\$5,049,977.34
C.5e. Total: Local Resources Allocated (auto-calculated)	C.5e.	\$6,867,335.69
C.5f. If any of these resources were also reported under Item C.3n. or C.4p. (Federal or State Resources), please estimate the amount.	C.5f.	\$0.00

<b>C.6. Private Sector Resources Allocated</b>		
C.6a. Funds from foundations, corporations, United Way, other nonprofits	C.6a.	\$1,378,641.95
C.6b. Other donated funds	C.6b.	\$770,869.80
C.6c. Value of other donated items, food, clothing, furniture, etc.	C.6c.	\$743,665.92
C.6d. Value of in-kind services received from businesses	C.6d.	\$3,321,985.65
C.6e. Payments by clients for services	C.6e.	\$565,123.00
C.6f. Payments by private entities for goods or services for low income clients and communities	C.6f.	\$527,686.10



C.6g. Total: Private Sector Resources Allocated (autocalculated)	C.6g.	\$7,307,972.42
C.6h.If any of these resources were also reported under Item C.3n., C.4.p. or C.5e. (Federal, State or Local Resources), please estimate the amount.	C.6h.	\$0.00

C.7. Total Non-CSBG Resources Allocated: (Federal, State, Local & Private) (auto-calculated)	C.7.	\$177,531,280.94
C.8. Total Resources in CSBG Eligible Entity (including CSBG) (auto-calculated)	C.8.	\$195,452,742.82
Note : * All totals are autocalculated		
Please Include Additional Information Below:		

## Module 3 Cover Page

<b>1. Federal Agency and Organizational Element to Which Report is Submitted</b> Office of Community Services		<b>2. Federal Grant or Other Identifying Number Assigned by the awarding Federal agency</b>		<b>3a. DUNS Number</b> 062620604
				<b>3b. EIN</b> 1630621997A1
<b>4. Recipient Organization</b>				<b>5. Recipient Identifying Number or Account Number:</b>
<b>4a. Address Line 1:</b> ALABAMA DEPARTMENT OF ECONOMIC				
<b>4b. Address Line 2:</b> AND COMMUNITY AFFAIRS				
<b>4c. Address Line 3:</b> P.O. BOX 5690				
<b>4d. City:</b> MONTGOMERY		<b>4e. State:</b> AL	<b>4f. Zip 5:</b> 36103	
<b>6a. Project/Grant Period Start Date</b>	<b>6b. Project/Grant Period End Date:</b>	<b>7. Reporting Period End Date:</b> 09/30/2020		<b>8. Final Report</b>
<b>10. Performance Narrative</b>				<b>9. Report or Frequency</b> Annual
<b>11. Other Attachments</b>				

## **Module 4 - CSBG(196)**

**Program Name:** Community Services Block Grant

**Grantee Name:** Alabama

**Report Name:** Module 4 - CSBG(196)

**Report Period:** 10/01/2019 to 09/30/2020

**Report Status:** Submitted

### **Report Sections**

- 1. Section A: Individual and Family National Performance Indicators (NPIs)***
- 2. Section B: Individual and Family Services***
- 3. Section C: All Characteristics Report***

## Section A: Individual and Family National Performance Indicators (NPIs)

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Administration for Children and Families  
Community Services Block Grant (CSBG)

Form Approved  
OMB No: 0970-0492  
Expires: 02/28/2023

### Module 4

**Section A: Individual and Family National Performance Indicators (NPIs)**  
**Goal 1: Individuals and Families with low incomes are stable and achieve economic security.**

Name of CSBG Eligible Entity Reporting: \_\_\_\_\_

### Employment Indicators

Employment (FNPI 1)	I.) Number of Individuals Served in program(s)	II.) Target	III.) Actual Results	IV.) Percentage Achieving Outcome (III/ I = IV	V.) Performance Target Accuracy (III/II = V	NPI Entry Status
FNPI 1a The number of unemployed youth who obtained employment to gain skills or income.	37	66	32	86.49%	48.48%	
FNPI 1b The number of unemployed adults who obtained employment (up to a living wage).	81	125	78	96.30%	62.40%	
FNPI 1c The number of unemployed adults who obtained and maintained employment for at least 90 days (up to a living wage).	19	47	18	94.74%	38.30%	
FNPI 1d The number of unemployed adults who obtained and maintained employment for at least 180 days (up to a living wage).	13	31	11	84.62%	35.48%	
FNPI 1e The number of unemployed adults who obtained employment (with a living wage or higher).	93	125	91	97.85%	72.80%	
FNPI 1f The number of unemployed adults who obtained and maintained employment for at least 90 days (with a living wage or higher).	42	50	42	100.00%	84.00%	
FNPI 1g The number of unemployed adults who obtained and maintained employment for at least 180 days (with a living wage or higher).	10	0	7	70.00%	0.00%	
FNPI 1h The number of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income and/or benefits.	8	8	8	100.00%	100.00%	
FNPI 1h.1 The number of employed participants in a career advancement related program who increased income from employment through wage or salary amount increase.	7	8	6	85.71%	75.00%	
FNPI 1h.2 The number of employed participants in a career advancement related program who increased income from employment through hours worked increase.	6	8	5	83.33%	62.50%	
FNPI 1h.3 The number of employed participants in a career advancement related program who increased benefits related to employment.	8	8	4	50.00%	50.00%	
Other Employment Outcome Indicator (FNPI 1z)	I.) Number of Individuals Served in program(s)	II.) Target	III.) Actual Results	IV.) Percentage Achieving Outcome (III/ I = IV	V.) Performance Target Accuracy (III/II = V	NPI Entry Status
FNPI 1z1				0.00%	0.00%	
FNPI 1z2				0.00%	0.00%	
FNPI 1z3				0.00%	0.00%	
FNPI 1z4				0.00%	0.00%	
FNPI 1z5				0.00%	0.00%	

### Education and Cognitive Development Indicators

Education and Cognitive Development (FNPI 2)	I.) Number of Individuals Served in program(s)	II.) Target	III.) Actual Results	IV.) Percentage Achieving Outcome (III/ I = IV	V.) Performance Target Accuracy (III/II = V	NPI Entry Status
FNPI 2a The number of children (0 to 5) who demonstrated improved emergent literacy skills.	2,999	3,331	2,795	93.20%	83.91%	
FNPI 2b The number of children (0 to 5) who demonstrated skills for school readiness.	7,668	7,426	6,980	91.03%	93.99%	
FNPI 2c The number of children and youth who demonstrated	6,500	6,239	4,892	75.26%	78.41%	

improved positive approaches toward learning, including improved attention skills.						
FNPI 2c.1 Early Childhood Education (ages 0-5)	6,461	6,174	4,861	75.24%	78.73%	
FNPI 2c.2 1st grade-8th grade	37	65	31	83.78%	47.69%	
FNPI 2c.3 9th grade-12th grade	2	0	0	0.00%	0.00%	
FNPI 2d The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills).	6,110	4,786	4,160	68.09%	86.92%	
FNPI 2d.1 Early Childhood Education (ages 0-5)	6,084	4,736	4,136	67.98%	87.33%	
FNPI 2d.2 1st grade-8th grade	24	50	24	100.00%	48.00%	
FNPI 2d.3 9th grade-12th grade	2	0	0	0.00%	0.00%	
FNPI 2e The number of parents/caregivers who improved their home environments.	1,654	700	405	24.49%	57.86%	
FNPI 2f The number of adults who demonstrated improved basic education.	18	10	15	83.33%	150.00%	
FNPI 2g The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma.	215	34	117	54.42%	344.12%	
FNPI 2h The number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.	16	50	12	75.00%	24.00%	
FNPI 2i The number of individuals who obtained an Associate's degree.	1	0	0	0.00%	0.00%	
FNPI 2j The number of individuals who obtained a Bachelor's degree.	1	0	0	0.00%	0.00%	
<b>Education and Cognitive Development (FNPI 2z)</b>	<b>I.) Number of Individuals Served in program(s)</b>	<b>II.) Target</b>	<b>III.) Actual Results</b>	<b>IV.) Percentage Achieving Outcome [(III/ I = IV)]</b>	<b>V.) Performance Target Accuracy [(III/II = V)]</b>	<b>NPI Entry Status</b>
FNPI 2z1				0.00%	0.00%	
FNPI 2z2				0.00%	0.00%	
FNPI 2z3				0.00%	0.00%	
FNPI 2z4				0.00%	0.00%	
FNPI 2z5				0.00%	0.00%	

### Income and Asset Building Indicators

<b>Income and Asset Building (FNPI 3)</b>	<b>I.) Number of Individuals Served in program(s)</b>	<b>II.) Target</b>	<b>III.) Actual Results</b>	<b>IV.) Percentage Achieving Outcome [(III/ I = IV)]</b>	<b>V.) Performance Target Accuracy [(III/II = V)]</b>	<b>NPI Entry Status</b>
FNPI 3a The number of individuals who achieved and maintained capacity to meet basic needs for 90 days.	212	291	147	69.34%	50.52%	
FNPI 3b The number of individuals who achieved and maintained capacity to meet basic needs for 180 days.	71	41	7	9.86%	17.07%	
FNPI 3c The number of individuals who opened a savings account or IDA.	8	8	6	75.00%	75.00%	
FNPI 3d The number of individuals who increased their savings.	56	32	47	83.93%	146.88%	
FNPI 3e The number of individuals who used their savings to purchase an asset.	49	2	39	79.59%	1950.00%	
FNPI 3f The number of individuals who purchased a home.	5	3	3	60.00%	100.00%	
FNPI 3g The number of individuals who improved their credit scores.	12	0	8	66.67%	0.00%	
FNPI 3h The number of individuals who increased their net worth.	484	405	478	98.76%	118.02%	
FNPI 3i The number of individuals engaged with the Community Action Agency who report improved financial well-being.	278	225	185	66.55%	82.22%	
<b>Other Income and Asset Building Outcome Indicator (FNPI 3z)</b>	<b>I.) Number of Individuals Served in program(s)</b>	<b>II.) Target</b>	<b>III.) Actual Results</b>	<b>IV.) Percentage Achieving Outcome [(III/ I = IV)]</b>	<b>V.) Performance Target Accuracy [(III/II = V)]</b>	<b>NPI Entry Status</b>
FNPI 3z1				0.00%	0.00%	
FNPI 3z2				0.00%	0.00%	
FNPI 3z3				0.00%	0.00%	
FNPI 3z4				0.00%	0.00%	
FNPI 3z5				0.00%	0.00%	

### Housing Indicators

Housing (FNPI 4)	I.) Number of Individuals Served in program(s)	II.) Target	III.) Actual Results	IV.) Percentage Achieving Outcome (III/ I = IV	V.) Performance Target Accuracy (III/II = V	NPI Entry Status
FNPI 4a The number of Individuals experiencing homelessness who obtained safe temporary shelter.	370	121	132	35.68%	109.09%	
FNPI 4b The number of Individuals who obtained safe and affordable housing.	1,731	1,328	1,405	81.17%	105.80%	
FNPI 4c The number of Individuals who maintained safe and affordable housing for 90 days.	706	439	476	67.42%	108.43%	
FNPI 4d The number of Individuals who maintained safe and affordable housing for 180 days.	285	56	122	42.81%	217.86%	
FNPI 4e The number of Individuals who avoided eviction.	3,090	1,468	2,844	92.04%	193.73%	
FNPI 4f The number of Individuals who avoided foreclosure.	249	107	106	42.57%	99.07%	
FNPI 4g The number of Individuals who experienced improved health and safety due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon monoxide and/or fire hazards or electrical issues, etc).	7,677	333	621	8.09%	186.49%	
FNPI 4h The number of Individuals with improved energy efficiency and/or energy burden reduction in their homes.	116,408	106,968	106,156	91.19%	99.24%	
Other Housing Outcome Indicator (FNPI 4z)	I.) Number of Individuals Served in program(s)	II.) Target	III.) Actual Results	IV.) Percentage Achieving Outcome (III/ I = IV	V.) Performance Target Accuracy (III/II = V	NPI Entry Status
FNPI 4z1				0.00%	0.00%	
FNPI 4z2				0.00%	0.00%	
FNPI 4z3				0.00%	0.00%	
FNPI 4z4				0.00%	0.00%	
FNPI 4z5				0.00%	0.00%	

### Health and Social/Behavioral Development Indicators

Health and Social/Behavioral Development (FNPI 5)	I.) Number of Individuals Served in program(s)	II.) Target	III.) Actual Results	IV.) Percentage Achieving Outcome (III/ I = IV	V.) Performance Target Accuracy (III/II = V	NPI Entry Status
FNPI 5a The number of individuals who demonstrated increased nutrition skills (e.g. cooking, shopping, and growing food).	1,845	5,884	1,386	75.12%	23.56%	
FNPI 5b The number of individuals who demonstrated improved physical health and well-being.	1,575	1,229	962	61.08%	78.28%	
FNPI 5c The number of individuals who demonstrated improved mental and behavioral health and well-being.	182	191	30	16.48%	15.71%	
FNPI 5d The number of individuals who improved skills related to the adult role of parents/ caregivers.	2,919	3,475	1,655	56.70%	47.63%	
FNPI 5e The number of parents/caregivers who demonstrated increased sensitivity and responsiveness in their interactions with their children.	2,897	2,145	1,537	53.05%	71.66%	
FNPI 5f The number of seniors (65+) who maintained an independent living situation.	1,721	561	1,066	61.94%	190.02%	
FNPI 5g The number of individuals with disabilities who maintained an independent living situation.	1,777	451	964	54.25%	213.75%	
FNPI 5h The number of individuals with a chronic illness who maintained an independent living situation.	1,542	287	831	53.89%	289.55%	
FNPI 5i The number of individuals with no recidivating event for six months.	189	70	7	3.70%	10.00%	
FNPI 5i.1 Youth (ages 14-17)	0	0	0	0.00%	0.00%	
FNPI 5i.2 Adults (ages 18+)	58	70	54	93.10%	77.14%	
Other Health and Social/Behavioral Development Outcome Indicator (FNPI 5z)	I.) Number of Individuals Served in program(s)	II.) Target	III.) Actual Results	IV.) Percentage Achieving Outcome (III/ I = IV	V.) Performance Target Accuracy (III/II = V	NPI Entry Status
FNPI 5z1				0.00%	0.00%	
FNPI 5z2				0.00%	0.00%	
FNPI 5z3				0.00%	0.00%	
FNPI 5z4				0.00%	0.00%	
FNPI 5z5				0.00%	0.00%	

### Civic Engagement and Community Involvement Indicators

Civic Engagement and Community Involvement Indicators (FNPI 6)	I.) Number of	II.) Target	III.) Actual Results	IV.) Percentage	V.) Performance	NPI Entry Status
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	Individuals Served in program(s)			Achieving Outcome (III/I = IV	Target Accuracy (III/II = V	
FNPI 6a The number of Individuals who increased skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community.	100	74	77	77.00%	104.05%	
FNPI 6a.1 Of the above, the number of Community Action program participants who improved their leadership skills.	88	74	50	56.82%	67.57%	
FNPI 6a.2 Of the above, the number of Community Action program participants who improved their social networks.	88	64	56	63.64%	87.50%	
FNPI 6a.3 Of the above, the number of Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage.	98	64	66	67.35%	103.12%	
Other Civic Engagement and Community Involvement Outcome Indicator (FNPI 6z)	I.) Number of Individuals Served in program(s)	II.) Target	III.) Actual Results	IV.) Percentage Achieving Outcome (III/I = IV	V.) Performance Target Accuracy (III/II = V	NPI Entry Status
FNPI 6z1				0.00%	0.00%	
FNPI 6z2				0.00%	0.00%	
FNPI 6z3				0.00%	0.00%	
FNPI 6z4				0.00%	0.00%	
FNPI 6z5				0.00%	0.00%	

### Outcomes Across Multiple Domains

Outcomes Across Multiple Domains (FNPI 7)	I.) Number of Individuals Served in program(s)	II.) Target	III.) Actual Results	IV.) Percentage Achieving Outcome (III/I = IV	V.) Performance Target Accuracy (III/II = V	NPI Entry Status
FNPI 7a The number of individuals who achieved one or more outcomes in the identified National Performance Indicators in one or more domain.	137,225	0	110,358	80.42%	0.00%	
Other Outcome Indicator (FNPI 7z)	I.) Number of Individuals Served in program(s)	II.) Target	III.) Actual Results	IV.) Percentage Achieving Outcome (III/I = IV	V.) Performance Target Accuracy (III/II = V	NPI Entry Status
FNPI 7z1				0.00%	0.00%	
FNPI 7z2				0.00%	0.00%	
FNPI 7z3				0.00%	0.00%	
FNPI 7z4				0.00%	0.00%	
FNPI 7z5				0.00%	0.00%	



## Section B: Individual and Family Services

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Administration for Children and Families  
Community Services Block Grant (CSBG)

Form Approved  
OMB No: 0970-0492  
Expires: 02/28/2023

### Module 4

#### Section B: Individual and Family Services

**Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.**

Name of CSBG Eligible Entity Reporting: \_\_\_\_\_

### Employment Services

Employment Services (SRV 1)	Unduplicated Number of Individuals Served
<b>Skills Training and Opportunities for Experience (SRV 1a-f)</b>	
SRV 1a Vocational Training	13
SRV 1b On-the-Job and other Work Experience	45
SRV 1c Youth Summer Work Placements	30
SRV 1d Apprenticeship/Internship	0
SRV 1e Self-Employment Skills Training	1
SRV 1f Job Readiness Training	39
<b>Career Counseling (SRV 1g-h)</b>	
SRV 1g Workshops	1
SRV 1h Coaching	1
<b>Job Search (SRV 1i-n)</b>	
SRV 1i Coaching	144
SRV 1j Resume Development	128
SRV 1k Interview Skills Training	158
SRV 1l Job Referrals	2,676
SRV 1m Job Placements	1
SRV 1n Pre-employment physicals, background checks, etc.	28
<b>Post Employment Supports (SRV 1o-p)</b>	
SRV 1o Coaching	4
SRV 1p Interactions with employers	3
<b>SRV 1q Employment Supplies</b>	
SRV 1q Employment Supplies	3

### Education and Cognitive Development Services

Education and Cognitive Development Services (SRV 2)	Unduplicated Number of Individuals Served
<b>Child/Young Adult Education Programs (SRV 2a-j)</b>	
SRV 2a Early Head Start	689
SRV 2b Head Start	6,710
SRV 2c Other Early-Childhood (0-5 yr. old) Education	263
SRV 2d K-12 Education	0
SRV 2e K-12 Support Services	167
SRV 2f Financial Literacy Education	102
SRV 2g Literacy/English Language Education	0
SRV 2h College-Readiness Preparation/Support	1
SRV 2i Other Post Secondary Preparation	37
SRV 2j Other Post Secondary Support	0
<b>School Supplies (SRV 2k)</b>	
SRV 2k School Supplies	1,654



Extra-curricular Programs (SRV 2l-q)	
SRV 2l Before and After School Activities	21
SRV 2m Summer Youth Recreational Activities	14
SRV 2n Summer Education Programs	11
SRV 2o Behavior Improvement Programs (attitude, self-esteem, Dress-for-Success, etc.)	12
SRV 2p Mentoring	18
SRV 2q Leadership Training	0
Adult Education Programs (SRV 2r-z)	
SRV 2r Adult Literacy Classes	2
SRV 2s English Language Classes	0
SRV 2t Basic Education Classes	50
SRV 2u High School Equivalency Classes	28
SRV 2v Leadership Training	0
SRV 2w Parenting Supports (may be a part of the early childhood programs identified above)	2,034
SRV 2x Applied Technology Classes	8
SRV 2y Post-Secondary Education Preparation	0
SRV 2z Financial Literacy Education	66
Post-Secondary Education Supports (SRV 2aa)	
SRV 2aa College applications, text books, computers, etc.	1
Financial Aid Assistance (SRV 2bb)	
SRV 2bb Scholarships	1
Home Visits (SVR 2cc)	
SRV 2cc Home Visits	4,028

### Income and Asset Building Services

Income and Asset Building Services (SRV 3)	Unduplicated Number of Individuals Served
Training and Counseling Services (SRV 3a-f)	
SRV 3a Financial Capability Skills Training	251
SRV 3b Financial Coaching/Counseling	3,183
SRV 3c Financial Management Programs (including budgeting, credit management, credit repair, credit counseling, etc.)	820
SRV 3d First-time Homebuyer Counseling	104
SRV 3e Foreclosure Prevention Counseling	40
SRV 3f Small Business Start-Up and Development Counseling Sessions/Classes	0
Benefit Coordination and Advocacy (SRV 3g-l)	
SRV 3g Child Support Payments	57
SRV 3h Health Insurance	57
SRV 3i Social Security/SSI Payments	0
SRV 3j Veteran's Benefits	0
SRV 3k TANF Benefits	0
SRV 3l SNAP Benefits	52
Asset Building (SRV 3m-o)	
SRV 3m Saving Accounts/IDAs and other asset building accounts	1
SRV 3n Other financial products (IRA accounts, MyRA, other retirement accounts, etc.)	0
SRV 3o VITA, EITC, or Other Tax Preparation programs	756
SRV 3p Loans And Grants (SRV 3p-q)	
SRV 3p Micro-loans	0
SRV 3q Business incubator/business development loans	0

### Housing Services

Housing Services (SRV 4)	Unduplicated Number of Individuals Served
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<b>Housing Payment Assistance (SRV 4a-e)</b>	
SRV 4a Financial Capability Skill Training	69
SRV 4b Financial Coaching/Counseling	3,693
SRV 4c Rent Payments (includes Emergency Rent Payments)	1,717
SRV 4d Deposit Payments	165
SRV 4e Mortgage Payments (includes Emergency Mortgage Payments)	62
<b>Eviction Prevention Services (SRV 4f-h)</b>	
SRV 4f Eviction Counseling	465
SRV 4g Landlord/Tenant Mediations	202
SRV 4h Landlord/Tenant Rights Education	493
<b>Utility Payment Assistance (SRV 4i-l)</b>	
SRV 4i Utility Payments (LIHEAP-includes Emergency Utility Payments)	67,598
SRV 4j Utility Deposits	950
SRV 4k Utility Arrears Payments	37,367
SRV 4l Level Billing Assistance	5,331
<b>Housing Placement/Rapid Re-housing (SRV 4m-p)</b>	
SRV 4m Temporary Housing Placement (includes Emergency Shelters)	26
SRV 4n Transitional Housing Placements	0
SRV 4o Permanent Housing Placements	175
SRV 4p Rental Counseling	540
<b>Housing Maintenance &amp; Improvements (SRV 4q)</b>	
SRV 4q Home Repairs (e.g. structural, appliance, heating systems. etc.) (Including Emergency Home Repairs)	103
<b>Weatherization Services (SRV 4r-t)</b>	
SRV 4r Independent-living Home Improvements (e.g. ramps, tub and shower grab bars, handicap accessible modifications, etc.)	9
SRV 4s Healthy Homes Services(e.g. reduction or elimination of lead, radon, carbon monoxide and/or fire hazards or electrical issues, etc.)	273
SRV 4t Energy Efficiency Improvements (e.g. insulation, air sealing, furnace repair, etc.)	271

## Health and Social/Behavioral Development

Health and Social/Behavioral Development Services (SRV 5)	Unduplicated Number of Individuals Served
<b>Health Services, Screening and Assessments (SRV 5a-j)</b>	
SRV 5a Immunizations	6,556
SRV 5b Physicals	4,871
SRV 5c Developmental Delay Screening	2,242
SRV 5d Vision Screening	7,751
SRV 5e Prescription Payments	156
SRV 5f Doctor Visit Payments	64
SRV 5g Maternal/Child Health	0
SRV 5h Nursing Care Sessions	0
SRV 5i In-Home Affordable Seniors/Disabled Care Sessions (Nursing, Chores, Personal Care Services)	0
SRV 5j Health Insurance Options Counseling	3
<b>Reproductive Health Services (SRV 5k-o)</b>	
SRV 5k Coaching Sessions	0
SRV 5l Family Planning Classes	0
SRV 5m Contraceptives	0
SRV 5n STI/HIV Prevention Counseling Sessions	0
SRV 5o STI/HIV Screenings	0
<b>Wellness Education (SRV 5p-q)</b>	
SRV 5p Wellness Classes (stress reduction, medication management, mindfulness, etc.)	373
SRV 5q Exercise/Fitness	80
<b>Mental/Behavioral Health (SRV 5r-x)</b>	
SRV 5r Detoxification Sessions	0

SRV 5s Substance Abuse Screenings	0
SRV 5t Substance Abuse Counseling	0
SRV 5u Mental Health Assessments	248
SRV 5v Mental Health Counseling	0
SRV 5w Crisis Response/Call-In Responses	0
SRV 5x Domestic Violence Programs	0
<b>Support Groups (SRV 5y-aa)</b>	
SRV 5y Substance Abuse Support Group Meetings	0
SRV 5z Domestic Violence Support Group Meetings	0
SRV 5aa Mental Health Support Group Meeting	0
Health and Social/Behavioral Development Services (Cont'd.)	Unduplicated Number of Individuals Served
<b>Dental Services, Screenings and Exams (SRV 5bb-ee)</b>	
SRV 5bb Adult Dental Screening/Exams	58
SRV 5cc Adult Dental Services (including Emergency Dental Procedures)	28
SRV 5dd Child Dental Screenings/Exams	5,874
SRV 5ee Child Dental Services (including Emergency Dental Procedures)	54
<b>Nutrition and Food/Meals (SRV 5ff-jj)</b>	
SRV 5ff Skills Classes (Gardening, Cooking, Nutrition)	433
SRV 5gg Community Gardening Activities	935
SRV 5hh Incentives (e.g. gift card for food preparation, rewards for participation, etc.)	298
SRV 5ii Prepared Meals	26,780
SRV 5jj Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)	9,455
<b>Family Skills Development (SRV 5kk-mm)</b>	
SRV 5kk Family Mentoring Sessions	2
SRV 5ll Life Skills Coaching Sessions	16
SRV 5mm Parenting Classes	419
<b>Emergency Hygiene Assistance (SRV 5nn-oo)</b>	
SRV 5nn Kits/boxes	283
SRV 5oo Hygiene Facility Utilizations (e.g. showers, toilets, sinks)	0

### Civic Engagement and Community Involvement

Civic Engagement and Community Involvement Services (SRV 6a-f)	Unduplicated Number of Individuals Served
SRV 6a Voter Education and Access	0
SRV 6b Leadership Training	260
SRV 6c Tri-partite Board Membership	76
SRV 6d Citizenship Classes	0
SRV 6e Getting Ahead Classes	0
SRV 6f Volunteer Training	558

### Services Supporting Multiple Domains

Services Supporting Multiple Domains (SRV 7)	Unduplicated Number of Individuals Served
<b>Case Management (SRV 7a)</b>	
SRV 7a Case Management	3,595
<b>Eligibility Determinations (SRV 7b)</b>	
SRV 7b Eligibility Determinations	2,260
<b>Referrals (SRV 7c)</b>	
SRV 7c Referrals	12,402
<b>Transportation Services (SRV 7d)</b>	
SRV 7d Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair; including emergency services)	685
<b>Childcare (SRV 7e-f)</b>	
SRV 7e Child Care subsidies	0
SRV 7f Child Care payments	12



<b>Eldercare (SRV 7g)</b>	
SRV 7g Day Centers	47
<b>Identification Documents (SRV 7h-j)</b>	
SRV 7h Birth Certificate	0
SRV 7i Social Security Card	0
SRV 7j Driver's License	1
<b>Re-Entry Services (SRV 7k)</b>	
SRV 7k Criminal Record Expungements	0
<b>Immigration Support Services (SRV 7l)</b>	
SRV 7l Immigration Support Services (relocation, food, clothing)	0
<b>Legal Assistance (includes emergency legal assistance) (SRV 7m)</b>	
SRV 7m Legal Assistance	3
<b>Emergency Clothing Assistance (SRV 7n)</b>	
SRV 7n Emergency Clothing Assistance	381
<b>Mediation/Customer Advocacy Interventions (debt forgiveness, negotiations or issues with landlords, coordinating with other services or government) (SRV 7o)</b>	
SRV 7o Mediation/Customer Advocacy Interventions	271

## Section C: All Characteristics Report

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Administration for Children and Families  
Community Services Block Grant (CSBG)

Form Approved  
OMB No: 0970-0492  
Expires: 02/28/2023

### Module 4

#### Section C: All Characteristics Report

**Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.**

Name of CSBG Eligible Entity Reporting: _____			
A. Total unduplicated number of all INDIVIDUALS about whom one or more characteristics were obtained:			134,380
B. Total unduplicated number of all HOUSEHOLDS about whom one or more characteristics were obtained:			73,123
<b>C. INDIVIDUAL LEVEL CHARACTERISTICS</b>			
<b>1. Gender</b>	<b>Number of Individuals</b>	<b>6. Ethnicity/Race</b>	<b>Number of Individuals</b>
a. Male	44,530	<b>I. Ethnicity</b>	
b. Female	89,822	a. Hispanic, Latino or Spanish Origins	1,773
c. Other	10	b. Not Hispanic, Latino or Spanish Origins	131,997
d. Unknown/not reported	18	c. Unknown/not reported	610
<b>TOTAL</b>	<b>134,380</b>	<b>TOTAL</b>	<b>134,380</b>
<b>2. Age</b>	<b>Number of Individuals</b>	<b>II. Race</b>	
a. 0-5	14,246	a. American Indian or Alaska Native	389
b. 6-13	22,603	b. Asian	241
c. 14-17	9,855	c. Black or African American	96,665
d. 18-24	7,176	d. Native Hawaiian and Other Pacific Islander	35
e. 25-44	24,525	e. White	34,081
f. 45-54	12,191	f. Other	263
g. 55-59	8,576	g. Multi-race (two or more of the above)	2,534
h. 60-64	9,819	h. Unknown/not reported	172
i. 65-74	15,335	<b>TOTAL</b>	<b>134,380</b>
j. 75+	10,054		
k. Unknown/not reported		<b>7. Military Status</b>	<b>Number of Individuals</b>
<b>TOTAL</b>	<b>134,380</b>	a. Veteran	1,718
		b. Active Military	144
		c. Never Served in the Military	81,172
		d. Unknown/not reported	2,844
		<b>TOTAL</b>	<b>85,878</b>
<b>3. Education Levels</b>	<b>Number of Individuals</b>		
	[ages 14-24]	[ages 25+]	
a. Grades 0-8	6,412	294	
b. Grades 9-12/Non-Graduate	7,700	32,306	<b>8. Work Status(Individuals 18+)</b>
c. High School Graduate/ Equivalency Diploma	2,218	36,135	a. Employed Full-Time
d. GED/Equivalency Diploma			
e. 12 grade + Some Post-Secondary	322	3,085	b. Employed Part-Time
f. 2 or 4 years College Graduate	163	8,111	c. Migrant or Seasonal Farm Worker
g. Graduate of other post-secondary school			d. Unemployed (Short-Term, 6 months or less)
			5,454

h. Unknown/not reported	216	569	e. Unemployed (Long-Term, more than 6 months)	10,194
TOTAL	17,031	80,500	f. Unemployed (Not in Labor Force)	42,249
			g. Retired	12,212
<b>4. Disconnected Youth</b>	<b>Number of Individuals</b>		h. Unknown/not reported	2,062
a. Youth ages 14-24 who are neither working or in school	1,192		TOTAL	84,092
<b>5. Health</b>	<b>Number of Individuals</b>			
a. Disabling Condition	Yes 49,404	No 84,948	Unknown 28	
b. Health Insurance*	106,236	17,151	10,903	
*If an individual reported that they had Health Insurance please identify the source of health insurance below.				
Health Insurance Sources				
c.1. Medicaid				61,702
c.2. Medicare				33,621
c.3. State Children's Health Insurance Program				980
c.4. State Health Insurance for Adults				989
c.5. Military Health Care				502
c.6. Direct-Purchase				3,858
c.7. Employment Based				4,962
c.8. Unknown/not reported				
c.9. TOTAL				106,614
Section C.5 Status				
<b>D. HOUSEHOLD LEVEL CHARACTERISTICS</b>				
<b>9. Household Type</b>	<b>Number of Households</b>	<b>13. Sources of Household Income</b>	<b>Number of Households</b>	
a. Single Person	43,378	a. Income from Employment Only	735	
b. Two Adults NO Children	4,626	b. Income from Employment and Other Income Source	153	
c. Single Parent Female	18,985	c. Income from Employment, Other Income Source, and Non-Cash Benefits	2,487	
d. Single Parent Male	791	d. Income from Employment and Non-Cash Benefits	9,977	
e. Two Parent Household	2,215	e. Other Income Source Only	2,143	
f. Non-related Adults with Children	678	f. Other Income Source and Non-Cash Benefits	50,962	
g. Multigenerational Household	1,939	g. No Income	682	
h. Other	504	h. Non-Cash Benefits Only	5,979	
i. Unknown/not reported	7	i. Unknown/not reported	5	
j. TOTAL	73,123	j. TOTAL	73,123	
Section D.9 Status		Section D.13 Status		
		Below, please report the types of Other income and/or non-cash benefits received by the households who reported sources other than employment		
<b>10. Household Size</b>	<b>Number of Households</b>	<b>14. Other Income Source</b>	<b>Number of Households</b>	
a. Single Person	43,392	a. TANF	756	
b. Two	12,840	b. Supplemental Security Income (SSI)	18,916	
c. Three	8,445	c. Social Security Disability Income (SSDI)	11,766	
d. Four	4,993	d. VA Service-Connected Disability Compensation	78	
e. Five	2,233	e. VA Non-Service Connected Disability Pension	33	
f. Six or more	1,214	f. Private Disability Insurance	79	
g. Unknown/not reported	6	g. Worker's Compensation	73	
h. TOTAL	73,123	h. Retirement Income from Social Security	27,730	
		i. Pension	1,786	



## **CSBG CARES Supp Annual Report**

**Program Name:** Community Services Block Grant CARES Act

**Grantee Name:** Alabama

**Report Name:** CSBG CARES Supp Annual Report

**Report Period:** 10/01/2019 to 09/30/2020

**Report Status:** Submission Accepted by CO

### **Report Sections**

- 1. Section A - Module 1 - State Administration***
- 2. Section B - Statewide Goals and Accomplishments***
- 3. Section C - CSBG Eligible Entity Update***
- 4. Section D - Organizational Standards for Eligible Entities***
- 5. Section E - State Use of Funds***
- 6. Section F - State Training and Technical Assistance***
- 7. Section G - State Linkages and Communication***
- 8. Section H - Monitoring, Corrective Action, and Fiscal Controls***
- 9. Section I - Results Oriented Management and Accountability (ROMA) System***



## Section A - Module 1 - State Administration

U.S. Department of Health and Human Services	OMB Clearance No: 0970-0492
CSBG Annual Report	Expiration Date: 02/28/2023
<b>Community Services Block Grant CARES Supplemental Annual Report State Administration Module 1</b>	
<p>Note: The reporting timeframes for all information in the administrative module is based on the Federal Fiscal Year, which runs from October 1 of a given calendar year until September 30 of the following calendar year. When completing the annual report, respondents will first indicate the Federal Fiscal Year for which the state is submitting data. The Online Data Collection (OLDC) system will then auto-populate the administrative module with information from the appropriate year (year 1 or year 2) in the accepted CSBG State Plan. States will be able to update information in these sections, as necessary.</p>	
<b>SECTION A CSBG LEAD Agency, CSBG Authorized Official, CSBG Point of Contact</b>	
<b>A1. Review and update (as applicable) the following information in relation to the lead agency designated to administer the CSBG in the State, as required by Section 676(a) of the CSBG Act.</b>	
<b>A1a. Lead Agency</b> Alabama Department of Economic and Community Affairs	
<b>A1.b. Cabinet or administrative department of this lead agency</b>	
<input type="radio"/> Community Services Department	
<input type="radio"/> Human Services Department	
<input type="radio"/> Social Services Department	
<input type="radio"/> Governors Office	
<input checked="" type="radio"/> Community Affairs Department	
<input type="radio"/> Other, describe	
<b>A1c. Cabinet or Administrative Department Name: Provide the name of the cabinet or administrative department of the CSBG authorized official</b> Alabama Department of Economic and Community Affairs	
<b>A1d. Authorized official of the lead agency :</b> Instructional note: The authorized official could be the director, secretary, commissioner etc. as assigned in the designation letter (attached under item 1.3). The authorized official is the person indicated as authorized representative on the SF-424M.	
<b>Name</b> Kenneth W. Boswell	<b>Title</b> Agency Director
<b>A1e. Street address</b> 401 Adams Avenue, Suite 580	
<b>A1f. City</b> Montgomery	<b>A1g. State</b> AL
<b>A1h. Zip</b> 36104	
<b>A1i. Telephone</b> (334) 242-5591	<b>Extension</b> n/a
<b>A1j. Fax</b> (334) 242-5099	<b>A1k. Email</b> kenneth.boswell@adeca.alabama.gov
<b>A1l. Lead agency website</b> www.adeca.alabama.gov	

## Section B - Statewide Goals and Accomplishments

U.S. Department of Health and Human Services	OMB Clearance No: 0970-0492
CSBG Annual Report	Expiration Date: 02/28/2023
<b>Community Services Block Grant CARES Supplemental Annual Report State Administration Module 1</b>	
<b>SECTION B Statewide Goals and Accomplishments</b>	
<b>B.1. Progress on State Plan Goals:</b> Describe progress in meeting the State's CSBG-specific goals for State administration of CSBG under this State Plan.	
CSBG CARES Supplemental State Plan Goals: 1. Work with DBA, state's database provider, and agencies to utilize mobile app on online app to improve service to clients 2. Work with agencies in the area of partnership development in their specific geographical service areas to avoid duplication of services 3. T & TA a. allowable uses for CARES funding b. correct way to set up programs in database for accurate reporting c. correct way to allocate expenses	
<b>Select the status that best fits the current status of your CSBG state goals as provided in your CSBG CARES Supplemental State Plan and provide additional details</b>	
<input checked="" type="radio"/> All Goals Accomplished	
<b>Describe how all goals were accomplished, including outcomes:</b> CSBG state staff, along with state LIHEAP staff worked with database provider to release a mobile application that allowed clients to apply for services with the community action agencies throughout the state. The staff is continuing to work with the provider to enhance the mobile application. T & TA was provided and continues to be provided to CSBG entities as needed. T& TA included providing information to CSBG entities on COVID-related services from other state agencies, allowable uses for CSBG CARES funding, and database training.	
<input type="radio"/> Goals Partially Accomplished	
<b>Describe which goals were met and how, and provide an update on goals that have not yet been met:</b>	
<input type="radio"/> Not Accomplished	
<b>Explain why goals were not met:</b>	
<i>Note: This information is associated with State Accountability Measure 1Sa(i) and will be used in assessing overall progress in meeting State goals.</i>	
<b>B.2. Innovative Solutions Highlights:</b> Provide an example(s) of ways in which a CSBG eligible entity responded to COVID-19 in the community using an innovative or creative approach. Provide the agency name, local partners involved, outcomes, and specific information on how CSBG funds were used to support implementation. If this is included in Module 3, please also provide the Community-Transformation name. see attachment	
<b>B.3 Lessons Learned:</b> Describe any lessons learned in developing and accomplishing goals and innovative solutions to respond specifically to COVID-19 see attachment	

## Section C - CSBG Eligible Entity Update

U.S. Department of Health and Human Services	OMB Clearance No: 0970-0492
CSBG Annual Report	Expiration Date: 02/28/2023
<b>Community Services Block Grant (CSBG) Annual Report - State Administration Module</b>	
<b>SECTION C CSBG Eligible Entity Update</b>	
For the purposes of the CSBG CARES Supplemental Annual Report, the Office of Community Services (OCS) accepts the data submitted by the state in the Fiscal Year 2020 regular CSBG Annual Report and OCS seeks no additional information.	

## Section D - Organizational Standards for Eligible Entities

U.S. Department of Health and Human Services	OMB Clearance No: 0970-0492
CSBG Annual Report	Expiration Date: 02/28/2023
<b>Community Services Block Grant (CSBG) Annual Report - State Administration Module</b>	
<b>SECTION D Organizational Standards for Eligible Entities</b>	
For the purposes of the CSBG CARES Supplemental Annual Report, the Office of Community Services (OCS) accepts the data submitted by the state in the Fiscal Year 2020 regular CSBG Annual Report and OCS seeks no additional information.	

## Section E - State Use of Funds

U.S. Department of Health and Human Services	OMB Clearance No: 0970-0492			
CSBG Annual Report	Expiration Date: 02/28/2023			
<b>Community Services Block Grant CARES Supplemental Annual Report State Administration Module 1</b>				
<b>SECTION E State Use of Funds</b>				
<p><b>Note:</b> The purpose of this section is to report on the funds received and spent during the Federal Fiscal Year (FFY), October 1 - September 30 specifically for the CSBG CARES Supplemental. Please review the final award letter received during the Federal Fiscal Year for the reporting period and the Federal Financial Report (FFR) submitted using standard form 425 (SF-425) for this reporting period for CSBG CARES Supplemental. Please ensure that any allocations, obligations, and carry-over amounts reported below are for funds awarded in this federal fiscal year and are reconciled with the amounts reported in the FFR. An electronic version of the FFR is available for reference on the following web address: Federal Financial Report.</p>				
CSBG CARES Supplemental Eligible Entity Allocation (90 Percent Funds) [Section 675C(a) of the CSBG Act]				
<p><b>E.1. State CSBG CARES Supplemental Distribution Formula:</b> Did the State institute any changes in the distribution formula for the CSBG Eligible Entities during the reporting period covered by this report?</p> <p> <input type="radio"/> Yes  <input checked="" type="radio"/> No         </p>				
<p><b>E.1.a</b> If yes please describe any specific changes and describe how the State complied with assurances provided in Question 14.8 of the CSBG as required under Section 676(b)(8) of the State CSBG Act.</p>				
<p><b>E.2. Planned vs. Actual Allocation and Expenditures:</b> Using the table below, specify the actual allocation of 90 percent of CSBG CARES Supplemental funds to CSBG Eligible Entities, as described under Section 675C(a) of the CSBG Act. For each CSBG eligible entity receiving CSBG CARES Supplemental funds, provide the Funding Amount allocated to the CSBG eligible entity during the FFY.</p>				
<b>Planned vs Actual CSBG 90 Percent Funds</b>				
CSBG Eligible Entity	Planned Allocations	Actual		
		Amount of Allocations (The Amount Allotted to each entity based on State Formula)	Amount of Obligations (The actual amount made available through sub-award to each entity during the FFY)	Expenditures (The actual amount liquidated to each entity during the FFY)
Alabama Council on Human Relations, Inc.	550,919	550,919	550,919	19,076
Community Action Agency of South Alabama	1,241,630	1,241,630	1,241,630	45,788
Community Action Committee, Inc. of Chambers-Tallapoosa-Coosa	351,259	351,259	351,259	0
Eleventh Area of Alabama Opportunity Action Committee, Inc.	793,918	793,918	793,918	53,371
Community Action of Etowah County, Inc.	379,592	379,592	379,592	0
Southeast Alabama Community Action Partnership, Inc.	827,944	827,944	827,944	11,252
Community Action Partnership Huntsville Madison and Limestone Counties, Inc.	1,055,607	1,055,607	1,055,607	243,808
Jefferson County Committee for Economic Opportunity	2,196,724	2,196,724	2,196,724	337,522
Macon Russell Community Action Agency, Inc.	375,068	375,068	375,068	130,245
Marion-Winston Counties Community Action Committee, Inc.	226,538	226,538	226,538	22,053
Mobile Community Action, Inc.	1,773,263	1,773,263	1,773,263	47,612
Montgomery Community Action Committee & CDC, Inc.	911,887	911,887	911,887	127,031
Community Action Partnership of North Alabama, Inc.	775,602	775,602	775,602	57,950

Community Action Agency of Northeast Alabama, Incorporated	1,353,818	1,353,818	1,353,818	266,452
Community Action Agency of Northwest Alabama, Inc.	668,160	668,160	668,160	66,585
Organized Community Action Program Inc.	806,165	806,165	806,165	53,680
Pickens County Community Action Committee, and Community Development Corporation, Inc.	117,329	117,329	117,329	8,086
Community Action Agency of TCRCC	1,020,566	1,020,566	1,020,566	78,001
Walker County Community Action Agency, Inc.	273,782	273,782	273,782	24,778
Community Service Programs of West Alabama, Inc.	1,656,708	1,656,708	1,656,708	109,379
<b>Total</b>	<b>17,356,479</b>	<b>17,356,479</b>	<b>17,356,479</b>	<b>1,702,669</b>

**E.3. Actual Distribution Timeframe:**  
Did the State make funds available to CSBG Eligible Entities no later than 30 calendar days after OCS distributed the Federal award? ☒ Yes  
☐ No

**E.3a. How did the State make CSBG Supplemental funds available after OCS distributed the federal award? Please include the actual timeframe in which funds were distributed, and included any challenges at the state-level in making funds available to CSBG eligible entities.**  
The CSBG CARES award letter was received by the state on 05/14/2020. Grant agreements were completed for each of the eligible entities. Governor's notice of award letters were sent to agencies on 06/04/2020. On 06/05/2020, letters were sent to the agencies requesting specific documents (signature authority, disclosure statements, etc.) be sent to state CSBG office. Once the documentation was received from the agencies the CSBG CARES grant agreements were sent to agencies for signature.

**Administrative Funds [Section 675C(b)(2) of the CSBG Act]**

**E.4. What amount of State CSBG CARES Supplemental funds did the State obligate for administrative activities during the Federal Fiscal Year? The amount must be based on actual dollars allocated during the Federal Fiscal Year (FFY).**

State Administrative Funds			
CSBG CARES Supplemental State Plan Amount	Actual Amount Allocated (The amount allotted for state administrative activities)	Actual Amount Obligated (The actual amount formally committed for procurement or direct expenditure activities during the FFY through state)	Actual Amount Expended (The actual amount liquidated through procurement or direct expenditure activities during the FFY through state)
966128	\$966,128	\$966,128	29,482

**E.5. How many State staff positions were funded in whole or in part with CSBG funds in the reporting period (FFY)?**

Staff Positions Funded	
CSBG State Plan	Actual Number
6	1.00

**E.6. How many State Full Time Equivalents (FTEs) were funded with CSBG funds in the reporting period (FFY)?**

State FTEs	
CSBG State Plan	Actual Number
4	1.00

**Remainder/Discretionary Funds [Section 675C(b) of the CSBG Act]**

**E.7. Describe how the State used remainder/discretionary funds as it directly relates to the CSBG CARES Supplemental funds in the table below**

**Instructional Note:** This table in the administrative report must be based on actual dollars obligated to each budget category using funds awarded in this federal fiscal year. States that do not have remainder/discretionary funds will not complete this item. If a funded activity fits under more than one category in the table, allocate the funds among the categories. For example, if the State provides funds under a contract with the State Community Action Association to provide T/TA to CSBG Eligible Entities and to create a statewide data system, the funds for that contract should be allocated appropriately between Row A and Row C. If an allocation is not possible, the State may allocate the funds to the main category with which the activity is associated.

Note: This information is associated with State Accountability Measures 3Sa.

Planned vs. Actual Use of Remainder/Discretionary Funds					
Remainder/Discretionary Funds Uses (See 675C(b)(1) of the CSBG Act)	Planned Allocation <i>Pre-populated from CSBG CARES Supplemental State Plan</i>	Actual Allocation <i>(The Actual Amount Allotted)</i>	Actual Obligation <i>(The Actual Amount for mally committed)</i>	Actual Expenditure <i>(The actual amount liquidated)</i>	Brief Description of Services/activities <i>(Briefly describe the actual services and activities)</i>
a. Training/technical assistance to eligible entities	\$0.00	0	0	0	N/A
b. Coordination of State-operated programs and/or local programs	\$0.00	0	0	0	N/A
c. Statewide coordination and communication among eligible entities	\$0.00	0	0	0	N/A
d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0.00	0	0	0	N/A
e. Asset-building programs	\$0.00	0	0	0	N/A
f. Innovative programs/activities by eligible entities or other neighborhood groups	\$0.00	0	0	0	N/A
g. State charity tax credits	\$0.00	0	0	0	N/A
h. Other activities, Specify	\$0.00	0	0	0	N/A
Totals	\$0	\$0	\$0	\$0	

E.8. What types of organizations, if any, did the State work with (by grant or contract using remainder/discretionary funds) to carry out some or all of the activities in table E.7. (above)

☐ CSBG Eligible Entities (if checked, include the expected number of CSBG Eligible Entities to received funds)  
(if checked, include the expected number of CSBG Eligible Entities to received funds)

☐ Other community-based organizations

☐ State Community Action Association

☐ Regional CSBG technical assistance provider

☐ National technical assistance provider

☐ Individual consultant

☐ Tribes and Tribal Organizations

☐ Other

If Other Checked

☒ None (the State will carry out activities directly)

E.9. Total Obligations and Expenditures: Total CSBG CARES Supplemental funds obligated and expended from CSBG CARES Supplemental funds awarded for the FFY. *Review and confirm from the chart below).*

Category	Actual Obligations	Actual Expenditures
E.9a. CSBG Eligible Entities Funds(from State CSBG 90% Formula Funds)	\$17,356,479	\$1,702,669
E.9b. State Administrative Costs	\$966,128	\$29,482
E.9c. Remainder/Discretionary Funds	\$0	\$0
E.9d. Total Obligations in FY	\$18,322,607	\$1,732,151

E.10. Total Award Amount and Unobligated Balance: In the table below, provide the unobligated balance of the CSBG CARES Supplemental for the FFY. The amount provided should be identical to the unobligated balance of federal funds as reported in LINE H of the FFR for this reporting year. This is the amount that was unobligated and will carry forward to the next federal fiscal year.

Note: The total award amount should be identical to the amount reported in line LINE D of the FFR. If this amount does not reconcile, please review.

Category	Totals

E.10a. Total Obligations	\$18,322,607
E.10b. Total Expenditures	\$1,732,151
E.10c. Unobligated Balance from the FFY	\$0
E.10d. Total Award Amount	\$18,322,607



## Section F - State Training and Technical Assistance

U.S. Department of Health and Human Services				OMB Clearance No: 0970-0492	
CSBG Annual Report				Expiration Date: 02/28/2023	
<b>Community Services Block Grant CARES Supplemental Annual Report State Administration Module 1</b>					
<b>SECTION F Training, Technical Assistance, or Both</b>					
<b>F.1. Training and Technical Assistance Plan:</b> Describe how the state delivered CSBG CARES Supplemental-funded training and technical assistance to CSBG eligible entities by completing the table below. Add a row for each activity; indicate the timeframe; whether it was training, technical assistance, or both; and the topic.					
<i>Note: Please describe all training and technical assistance activities funded by CSBG CARES Supplemental funding</i>					
<b>Note:</b> F.1 is associated with State Accountability Measures 3Sc.					
<b>Training and Technical Assistance</b>					
Training	Topic	Actual Dates		Brief Description	Delete
		Start Date	End Date		
Both	Other	04/21/2020	04/21/2020	A webinar, hosted by state CSBG and LIHEAP staff, with CSBG eligible entities to cover CSBG CARES and LIHEAP CARES allowable activities	
Both	Other	09/15/2020	09/15/2020	A webinar, hosted by state CSBG staff, was provided to staff at Community Action Partnership of North Alabama to discuss eligible CARES expenditures.	
Technical Assistance	Other	05/01/2020	09/30/2020	State CSBG staff were available and did provide technical assistance on an on-going basis via webinar or telephone as needed by agencies	
Both	Technology	05/13/2020	05/15/2020	Website testing was conducted for mobile application to assist clients remotely.	
Both	Technology	05/20/2020	05/21/2020	Website testing was conducted for mobile application to assist clients remotely.	
<b>F2. Training and Technical Assistance Organizations:</b> Indicate the types of organizations through which the state provided training and/or technical assistance as described in Item F.1, and briefly describe their involvement? (Check all that apply and provide a narrative where applicable.)					
<input type="checkbox"/> CSBG Eligible Entities (if checked, provide the expected number of CSBG Eligible Entities to receive funds)					
If checked, provide the expected number of CSBG eligible entities to receive funds					
<input type="checkbox"/> Other community-based organizations					
<input checked="" type="checkbox"/> State Community Action Association					
<input type="checkbox"/> Regional CSBG technical assistance provider					
<input type="checkbox"/> National technical assistance provider					
<input type="checkbox"/> Individual consultant(s)					
<input type="checkbox"/> Tribes and Tribal Organizations					
<input type="checkbox"/> Other[Provide the types of organizations]					

## Section G - State Linkages and Communication

U.S. Department of Health and Human Services	OMB Clearance No: 0970-0492
CSBG Annual Report	Expiration Date: 02/28/2023
<b>Community Services Block Grant CARES Supplemental Annual Report State Administration Module 1</b>	
<b>SECTION G State Linkages and Communication</b>	
<p><b>Note:</b> This section describes activities that the State supported with CSBG remainder/discretionary funds, described under Section 675C(b)(1) of the CSBG Act.</p> <p><b>Note:</b> This item is associated with State Accountability Measure 7Sa.</p>	
<p><b>G.1. State Linkages and Coordination at the State Level:</b> Please review and confirm all areas for linkage and coordination that were outlined in the CSBG CARES Supplemental State Plan.</p>	
<input checked="" type="checkbox"/> State Low Income Home Energy Assistance Program (LIHEAP) office	
<input checked="" type="checkbox"/> State Weatherization office	
<input type="checkbox"/> State Temporary Assistance for Needy Families (TANF) office	
<input type="checkbox"/> State Head Start office	
<input type="checkbox"/> State public health office	
<input type="checkbox"/> State education department	
<input type="checkbox"/> State Workforce Innovation and Opportunity Act (WIOA) agency	
<input type="checkbox"/> State budget office	
<input type="checkbox"/> Supplemental Nutrition Assistance Program (SNAP)	
<input type="checkbox"/> State child welfare office	
<input type="checkbox"/> State housing office	
<input type="checkbox"/> Emergency Management	
<input type="checkbox"/> Public Health/Disease Control	
<input type="checkbox"/> Other	
If Other Describe	
<p><b>G.1a. Describe the linkages and coordination at the State level that the State created or maintained to ensure increased access to CSBG services by communities and people with low-income during COVID-19. Describe activities specifically pertaining to CSBG CARES Supplemental activities. Attach additional details as necessary.</b> State CSBG staff, along with state LIHEAP and Weatherization staff, worked with statewide database provider to develop mobile application for clients to apply for needed services remotely.</p>	G.1a. Attachments
<p><b>G.2. State Linkages and Coordination Lessons Learned:</b> Describe any lessons learned while trying to maintain or increase access to CSBG services by communities and people with low-incomes during COVID-19. N/A</p>	G.2. Attachments

## Section H - Monitoring, Corrective Action, and Fiscal Controls

U.S. Department of Health and Human Services	OMB Clearance No: 0970-0492
CSBG Annual Report	Expiration Date: 02/28/2023
<b>Community Services Block Grant CARES Supplemental Annual Report State Administration Module 1</b>	
<b>H.1. Monitoring Policies:</b> Were any modifications made to the state's monitoring policies and procedures as it directly relates to the CSBG CARES Supplemental during the reporting period (FFY)? <input checked="" type="radio"/> Yes <input type="radio"/> No	
If changes were made to State monitoring policies and procedures, attach and/or provide a hyperlink to the modified documents.  CSBG Monitoring was conducted remotely during the reporting period. Agencies provided documentation via email and utilized the state data system to upload client documentation for review. Webinars were conducted to communicate with agency staff and board members interviews.	<b>H.1. Monitoring Policies Attachments</b>

## Section I - Results Oriented Management and Accountability (ROMA) System

U.S. Department of Health and Human Services	OMB Clearance No: 0970-0492
CSBG Annual Report	Expiration Date: 02/28/2023
<b>Community Services Block Grant (CSBG) Annual Report - State Administration Module</b>	
<b>SECTION I</b> <b>Results Oriented Management and Accountability (ROMA) System</b>	
For the purposes of the CSBG CARES Supplemental Annual Report, the Office of Community Services (OCS) accepts the data submitted by the state in the Fiscal Year 2020 regular CSBG Annual Report and OCS seeks no additional information.	

## **Module 2 - CSBG**

**Program Name:** Community Services Block Grant CARES Act

**Grantee Name:** Alabama

**Report Name:** Module 2 - CSBG

**Report Period:** 10/01/2019 to 09/30/2020

**Report Status:** Submitted

### **Report Sections**

- 1. Section A***
- 2. Section B***
- 3. Section C***

## Section A

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Administration for Children and Families  
Community Services Block Grant (CSBG)

Form Approved  
OMB No: 0970-0492  
Expires: 02/28/2023

### Module 2

#### Section A: CSBG CARES Supplemental Expenditures by CSBG Eligible Entity

Section A: Local Agency CSBG Expenditures Data Entry Form meets the Congressional requirement for an explanation of the total amount of CSBG funding expended during the reporting period (identified below) based on categories referenced in the CSBG Act.

Notes: CSBG funding expended during the reporting period should be reported in the domain that best reflects the services delivered and strategies implemented. Further instructions will be provided but please keep the following in mind, per domain.

Domain A.2g Services Supporting Multiple Domains: Expenditures reported under Services Supporting Multiple Domains are those that span or support outcomes achieved across multiple domains for families and individuals, such as case management, transportation, and childcare.

Domain A.2h Linkages: Many of the activities that were associated with Linkages are now captured in Domain A2.i. Agency Capacity Building. This narrows the definition of Linkages, but continues to include community initiatives and information and referral calls.

Domain A.2i Agency Capacity Building: Agency Capacity Building expenditures are detailed in A.4 on this form.

A.3 Reporting on Administration: Administrative costs for CSBG reporting are defined by the Office of Community Services as "equivalent to typical indirect costs or overhead." As distinguished from program administration or management expenditures that qualify as direct costs, administrative costs refer to central executive functions that do not directly support a specific project or service.

Name of CSBG Eligible Entity Reporting:

State:

DUNS:

#### A.1. CSBG Eligible Entity Reporting Period

A.1a. July 1 - June 30	<input type="checkbox"/>
A.1b. October 1 - September 30	<input type="checkbox"/>
A.1c. January 1 - December 31	<input type="checkbox"/>

A.2. Amount of FY 2020 CSBG CARES Supplemental allocated to reporting entity

\$16,036,629

A.3. CSBG CARES Supplemental Expenditures Domains	CSBG CARES Funds
A.3a. Employment	\$0.00
A.3b. Education and Cognitive Development	\$8,310.14
A.3c. Income, Infrastructure, and Asset Building	\$0.00
A.3d. Housing	\$962,149.43
A.3e. Health and Social/Behavioral Development (includes nutrition)	\$74,681.02
A.3f. Civic Engagement and Community Involvement	\$0.00
A.3g. Services Supporting Multiple Domains	\$110,337.20
A.3h. Linkages (e.g. partnerships that support multiple domains for the specific purposes of disaster and/or emergency services)	\$254,616.51
A.3i. Agency Capacity Building (detailed below in Table A.4)	\$286,107.16
A.3j. Other (e.g. emergency management/disaster relief)	\$6,464.29
A.3k. Total CSBG Expenditures (auto-calculated)	\$1,702,665.75

A.4. Of the CSBG funds reported above, report the total amount used for Administration.

\$116,763.36

For more information on what qualifies as

Administration, refer to IM37.

#### A.5. Details on Agency Capacity Building Activities Funded by CSBG:

1. Please identify which activities were funded by CSBG under Agency Capacity in Table A.2. Please check all that apply.

<input type="checkbox"/> Community Needs Assessment	<input type="checkbox"/> Data Management & Reporting	<input type="checkbox"/> Strategic planning
<input type="checkbox"/> Training & Technical Assistance	<input type="checkbox"/> Other*	
Below please specify Other Activities funded by CSBG under Agency Capacity:		

#### A.6. Details on Use of CSBG CARES Funds

1. Please provide details on use of the CSBG CARES funds. Please only include activities not already included in elsewhere in the CSBG Annual Report.

**Section B**

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## Section C

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Administration for Children and Families  
Community Services Block Grant (CSBG)

Form Approved  
OMB No: 0970-0492  
Expires: 02/28/2023

### Module 2

#### Section C: Allocated CARES Act Resources per CSBG Eligible Entity

Name of CSBG Eligible Entity Reporting:	
State:	DUNS:
<b>C.1. CSBG Eligible Entity Reporting Period</b>	
C.1a. July 1 - June 30	<input type="checkbox"/>
C.1b. October 1 - September 30	<input type="checkbox"/>
C.1c. January 1 - December 31	<input type="checkbox"/>

C.2. Amount of FY 2020 CSBG CARES funds allocated to reporting entity	\$16,528,726.00
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C.3. Federal CARES Act Resources Allocated (Other than CSBG)					
C.3a. Weatherization (DOE) (include oil overcharge \$\$)			C.3a.		\$0.00
C.3b. Health and Human Services (HHS)					
C.3b.1. LIHEAP - Fuel Assistance (include oil overcharge \$\$)			C.3b.1.		\$0.00
C.3b.2. LIHEAP - Weatherization (include oil overcharge \$\$)			C.3b.2.		\$0.00
C.3b.3. Head Start			C.3b.3.		\$4,830,514.34
C.3b.4. Early Head Start			C.3b.4.		\$344,089.06
C.3b.5. Older Americans Act			C.3b.5.		\$0.00
C.3b.7. Medicare/Medicaid			C.3b.7.		\$0.00
C.3b.9. Temporary Assistance for Needy Families (TANF)			C.3b.9.		\$0.00
C.3b.10. Child Care Development Block Grant (CCDBG)			C.3b.10.		\$0.00
C.3b.12.	Other HHS Resources				
C.3b.12.i		CFDA#:		C.3b.12.i	\$0.00
C.3b.12.ii		CFDA#:		C.3b.12.ii	\$0.00
C.3b.12.iii		CFDA#:		C.3b.12.iii	\$0.00
C.3b.12.iv		CFDA#:		C.3b.12.iv	\$0.00
C.3b.12.v		CFDA#:		C.3b.12.v	\$0.00
C.3b.12.vi		CFDA#:		C.3b.12.vi	\$0.00
C.3b.12.vii		CFDA#:		C.3b.12.vii	\$0.00
C.3b.12.viii		CFDA#:		C.3b.12.viii	\$0.00
C.3b.12.ix		CFDA#:		C.3b.12.ix	\$0.00
C.3b.12.x		CFDA#:		C.3b.12.x	\$0.00
C.3b.13. Total Other HHS Resources (autocalculated)			C.3b.13.		\$0.00

C.3c. Department of Agriculture (USDA)					
C.3c.1. Special Supplemental Nutrition for Women, Infants, and Children (WIC)			C.3c.1.		\$0.00
C.3c.2. All USDA Non-Food programs (e.g. rural development)			C.3c.2.		\$0.00
C.3c.3. All other USDA Food programs			C.3c.3.		\$0.00
C.3d. Department of Housing and Urban Development (HUD)					
C.3d.1. Community Development Block Grant (CDBG) - Federal, State, and Local			C.3d.1.		\$11,000.00
C.3d.2. Section 8			C.3d.2.		\$0.00
C.3d.3. Section 202			C.3d.3.		\$0.00
C.3d.4. Home Tenant-Based Rental Assistance (HOME TBRA)			C.3d.4.		\$0.00
C.3d.5. HOPE for Homeowners Program (H4H)			C.3d.5.		\$0.00
C.3d.6. Emergency Solutions Grant (ESG)			C.3d.6.		\$0.00

C.3d.7. Continuum of Care (CoC)	C.3d.7.	\$0.00
C.3d.8. All other HUD programs, including homeless programs	C.3d.8.	\$0.00
C.3e. Department of Labor (DOL)		
C.3e.1. Workforce Innovation and Opportunity Act (WIOA) *previously WIA	C.3e.1.	\$0.00
C.3e.2. Other DOL Employment and Training programs	C.3e.2.	\$0.00
C.3e.3. All other DOL programs	C.3e.3.	\$0.00
C.3f. Corporation for National and Community Service (CNCS) programs	C.3f.	\$0.00
C.3g. Federal Emergency Management Agency (FEMA)	C.3g.	\$221,590.89
C.3h. Department of Transportation	C.3h.	\$0.00
C.3i. Department of Education	C.3i.	\$0.00
C.3j. Department of Justice	C.3j.	\$0.00
C.3k. Department of Treasury	C.3k.	\$1,881,344.00
C.3l. Other Federal Resources		
C.3l.i	CFDA#:	\$85,331.00
C.3l.ii	CFDA#:	\$0.00
C.3l.iii	CFDA#:	\$0.00
C.3l.iv	CFDA#:	\$0.00
C.3l.v	CFDA#:	\$0.00
C.3l.vi	CFDA#:	\$0.00
C.3l.vii	CFDA#:	\$0.00
C.3l.viii	CFDA#:	\$0.00
C.3l.ix	CFDA#:	\$0.00
C.3l.x	CFDA#:	\$0.00
C.3m. Total Other Federal Resources (auto-calculated)		\$85,331.00

<b>C.7. Total Non-CSBG Resources Allocated: (Federal, State, Local &amp; Private) (auto-calculated)</b>	C.7.	\$7,373,869.29
<b>C.8. Total Resources in CSBG Eligible Entity (including CSBG) (auto-calculated)</b>	C.8.	\$23,902,595.29
Note : * All totals are autocalculated		

## **Module 4 - CSBG(196)**

**Program Name:** Community Services Block Grant CARES Act

**Grantee Name:** Alabama

**Report Name:** Module 4 - CSBG(196)

**Report Period:** 10/01/2019 to 09/30/2020

**Report Status:** Submitted

### **Report Sections**

- 1. Section A: Individual and Family National Performance Indicators (NPIs)***
- 2. Section B: Individual and Family Services***
- 3. Section C: All Characteristics Report***

## Section A: Individual and Family National Performance Indicators (NPIs)

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Administration for Children and Families  
Community Services Block Grant (CSBG)

Form Approved  
OMB No: 0970-0492  
Expires: 02/28/2023

### Module 4

#### Section A: Individual and Family National Performance Indicators (NPIs) Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

##### CSBG CARES Supplemental Instructional Notes

Section A: Individual and Family NPIs Data Entry Form is comprised of indicators to report outcomes that fall under National Goal 1: Individuals and families with low incomes are stable and achieve economic security. The indicators are the vehicle by which CSBG Eligible Entities measure and report the outcomes they have achieved for individuals and families. All Individual and Family NPIs are optional, and there is a category for "Other Outcome Indicator." *For the CSBG CARES Supplemental submission, please include only information on people, services and outcomes directly supported with CSBG CARES Supplemental resources. This information may be determined based on a direct count of individuals for services and activities supported only with CSBG CARES Supplemental funds or based on a proportional analysis of recipients of services funded through regularly-appropriated CSBG funds or other sources and supplemented by CSBG CARES Act funds.*

Name of CSBG Eligible Entity Reporting:	
State:	DUNS:

### Employment Indicators

Employment (FNPI 1)	1.) Number of Individuals Served in program(s)
FNPI 1a The number of unemployed youth who obtained employment to gain skills or income.	0
FNPI 1b The number of unemployed adults who obtained employment (up to a living wage).	0
FNPI 1c The number of unemployed adults who obtained and maintained employment for at least 90 days (up to a living wage).	0
FNPI 1d The number of unemployed adults who obtained and maintained employment for at least 180 days (up to a living wage).	0
FNPI 1e The number of unemployed adults who obtained employment (with a living wage or higher).	0
FNPI 1f The number of unemployed adults who obtained and maintained employment for at least 90 days (with a living wage or higher).	0
FNPI 1g The number of unemployed adults who obtained and maintained employment for at least 180 days (with a living wage or higher).	0
FNPI 1h The number of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income and/or benefits.	0
FNPI 1h.1 The number of employed participants in a career advancement related program who increased income from employment through wage or salary amount increase.	0
FNPI 1h.2 The number of employed participants in a career advancement related program who increased income from employment through hours worked increase.	0
FNPI 1h.3 The number of employed participants in a career advancement related program who increased benefits related to employment.	0
Other Employment Outcome Indicator (FNPI 1z)	1.) Number of Individuals Served in program(s)
FNPI 1z1 The number of individuals	
FNPI1 Comments:	

### Education and Cognitive Development Indicators

Education and Cognitive Development (FNPI 2)	1.) Number of Individuals Served in program(s)
FNPI 2a The number of children (0 to 5) who demonstrated improved emergent literacy skills.	0
FNPI 2b The number of children (0 to 5) who demonstrated skills for school readiness.	0
FNPI 2c The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills.	0
FNPI 2c.1 Early Childhood Education (ages 0-5)	0
FNPI 2c.2 1st grade-8th grade	0
FNPI 2c.3 9th grade-12th grade	0
FNPI 2d The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills).	0

FNPI 2d.1 Early Childhood Education (ages 0-5)	0
FNPI 2d.2 1st grade-8th grade	0
FNPI 2d.3 9th grade-12th grade	0
FNPI 2e The number of parents/caregivers who improved their home environments.	0
FNPI 2f The number of adults who demonstrated improved basic education.	0
FNPI 2g The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma.	0
FNPI 2h The number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.	0
FNPI 2i The number of individuals who obtained an Associate's degree.	0
FNPI 2j The number of individuals who obtained a Bachelor's degree.	0
Education and Cognitive Development (FNPI 2z)	1.) Number of Individuals Served in program(s)
FNPI 2z1 The number of individuals	
FNPI2 Comments:	

### Income and Asset Building Indicators

Income and Asset Building (FNPI 3)	1.) Number of Individuals Served in program(s)
FNPI 3a The number of individuals who achieved and maintained capacity to meet basic needs for 90 days.	0
FNPI 3b The number of individuals who achieved and maintained capacity to meet basic needs for 180 days.	0
FNPI 3c The number of individuals who opened a savings account or IDA.	0
FNPI 3d The number of individuals who increased their savings.	0
FNPI 3e The number of individuals who used their savings to purchase an asset.	0
FNPI 3f The number of individuals who purchased a home.	0
FNPI 3g The number of individuals who improved their credit scores.	0
FNPI 3h The number of individuals who increased their net worth.	0
FNPI 3i The number of individuals engaged with the Community Action Agency who report improved financial well-being.	0
Other Income and Asset Building Outcome Indicator (FNPI 3z)	1.) Number of Individuals Served in program(s)
FNPI 3z1 The number of individuals	
FNPI3 Comments:	

### Housing Indicators

Housing (FNPI 4)	1.) Number of Individuals Served in program(s)
FNPI 4a The number of Individuals experiencing homelessness who obtained safe temporary shelter.	0
FNPI 4b The number of Individuals who obtained safe and affordable housing.	0
FNPI 4c The number of Individuals who maintained safe and affordable housing for 90 days.	0
FNPI 4d The number of Individuals who maintained safe and affordable housing for 180 days.	0
FNPI 4e The number of Individuals who avoided eviction.	0
FNPI 4f The number of Individuals who avoided foreclosure.	0
FNPI 4g The number of Individuals who experienced improved health and safety due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon monoxide and/or fire hazards or electrical issues, etc).	0
FNPI 4h The number of Individuals with improved energy efficiency and/or energy burden reduction in their homes.	0
Other Housing Outcome Indicator (FNPI 4z)	1.) Number of Individuals Served in program(s)
FNPI 4z1 The number of individuals	
FNPI 4 Comments:	

### Health and Social/Behavioral Development Indicators

Health and Social/Behavioral Development (FNPI 5)	1.) Number of Individuals Served in program(s)
FNPI 5a The number of individuals who demonstrated increased nutrition skills (e.g. cooking, shopping, and growing food).	0
FNPI 5b The number of individuals who demonstrated improved physical health and well-being.	0
FNPI 5c The number of individuals who demonstrated improved mental and behavioral health and well-being.	0

FNPI 5d The number of individuals who improved skills related to the adult role of parents/ caregivers.	0
FNPI 5e The number of parents/caregivers who demonstrated increased sensitivity and responsiveness in their interactions with their children.	0
FNPI 5f The number of seniors (65+) who maintained an independent living situation.	0
FNPI 5g The number of individuals with disabilities who maintained an independent living situation.	0
FNPI 5h The number of individuals with a chronic illness who maintained an independent living situation.	0
FNPI 5i The number of individuals with no recidivating event for six months.	0
FNPI 5i.1 Youth (ages 14-17)	0
FNPI 5i.2 Adults (ages 18+)	0
Other Health and Social/Behavioral Development Outcome Indicator (FNPI 5z)	1.) Number of Individuals Served in program(s)
FNPI 5z1 The number of individuals	
FNPI5 Comments:	

### Civic Engagement and Community Involvement Indicators

Civic Engagement and Community Involvement Indicators (FNPI 6)	1.) Number of Individuals Served in program(s)
FNPI 6a The number of Individuals who increased skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community.	0
FNPI 6a.1 Of the above, the number of Community Action program participants who improved their leadership skills.	0
FNPI 6a.2 Of the above, the number of Community Action program participants who improved their social networks.	0
FNPI 6a.3 Of the above, the number of Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage.	0
Other Civic Engagement and Community Involvement Outcome Indicator (FNPI 6z)	1.) Number of Individuals Served in program(s)
FNPI 6z1 The number of individuals	
FNPI6 Comments:	

### Outcomes Across Multiple Domains

Outcomes Across Multiple Domains (FNPI 7)	1.) Number of Individuals Served in program(s)
FNPI 7a The number of individuals who achieved one or more outcomes in the identified National Performance Indicators in one or more domain.	0
Other Outcome Indicator (FNPI 7z)	1.) Number of Individuals Served in program(s)
FNPI 7z1 The number of individuals	
FNPI7 Comments:	



## Section B: Individual and Family Services

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Administration for Children and Families  
Community Services Block Grant (CSBG)

Form Approved  
OMB No: 0970-0492  
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### Module 4

#### Section B: Individual and Family Services

**Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.**

#### CSBG CARES Supplemental Instructional Notes

Section B: Individual and Family Services Data Entry Form provides information on the work CSBG Eligible Entities did to help individuals and families achieve the outcomes listed in Section A. This standardized Individual and Family Services list will aid in analysis of the relationship between people, services, and outcomes.

*Information provided in this section must include services and activities supported only with CSBG CARES funds either through a direct count for services funded only with CSBG CARES funds or based on a proportional analysis for services supplemented with CSBG CARES funds and also funded through regularly-appropriated CSBG funds or other sources.*

Name of CSBG Eligible Entity Reporting:	
State:	DUNS:

### Employment Services

Employment Services (SRV 1)	Unduplicated Number of Individuals Served
<b>Skills Training and Opportunities for Experience (SRV 1a-f)</b>	
SRV 1a Vocational Training	0
SRV 1b On-the-Job and other Work Experience	0
SRV 1c Youth Summer Work Placements	0
SRV 1d Apprenticeship/Internship	0
SRV 1e Self-Employment Skills Training	0
SRV 1f Job Readiness Training	0
<b>Career Counseling (SRV 1g-h)</b>	
SRV 1g Workshops	0
SRV 1h Coaching	0
<b>Job Search (SRV 1i-n)</b>	
SRV 1i Coaching	0
SRV 1j Resume Development	0
SRV 1k Interview Skills Training	0
SRV 1l Job Referrals	0
SRV 1m Job Placements	0
SRV 1n Pre-employment physicals, background checks, etc.	0
<b>Post Employment Supports (SRV 1o-p)</b>	
SRV 1o Coaching	0
SRV 1p Interactions with employers	0
<b>SRV 1q Employment Supplies</b>	
SRV 1q Employment Supplies	0

### Education and Cognitive Development Services

Education and Cognitive Development Services (SRV 2)	Unduplicated Number of Individuals Served
<b>Child/Young Adult Education Programs (SRV 2a-j)</b>	
SRV 2a Early Head Start	0
SRV 2b Head Start	0
SRV 2c Other Early-Childhood (0-5 yr. old) Education	0
SRV 2d K-12 Education	0
SRV 2e K-12 Support Services	0
SRV 2f Financial Literacy Education	0



SRV 2g Literacy/English Language Education	0
SRV 2h College-Readiness Preparation/Support	0
SRV 2i Other Post Secondary Preparation	0
SRV 2j Other Post Secondary Support	0
<b>School Supplies (SRV 2k)</b>	
SRV 2k School Supplies	34
<b>Extra-curricular Programs (SRV 2l-q)</b>	
SRV 2l Before and After School Activities	0
SRV 2m Summer Youth Recreational Activities	0
SRV 2n Summer Education Programs	0
SRV 2o Behavior Improvement Programs (attitude, self-esteem, Dress-for-Success, etc.)	0
SRV 2p Mentoring	0
SRV 2q Leadership Training	0
<b>Adult Education Programs (SRV 2r-z)</b>	
SRV 2r Adult Literacy Classes	0
SRV 2s English Language Classes	0
SRV 2t Basic Education Classes	0
SRV 2u High School Equivalency Classes	0
SRV 2v Leadership Training	0
SRV 2w Parenting Supports (may be a part of the early childhood programs identified above)	0
SRV 2x Applied Technology Classes	0
SRV 2y Post-Secondary Education Preparation	0
SRV 2z Financial Literacy Education	0
<b>Post-Secondary Education Supports (SRV 2aa)</b>	
SRV 2aa College applications, text books, computers, etc.	11
<b>Financial Aid Assistance (SRV 2bb)</b>	
SRV 2bb Scholarships	0
<b>Home Visits (SVR 2cc)</b>	
SRV 2cc Home Visits	0

### Income and Asset Building Services

Income and Asset Building Services (SRV 3)	Unduplicated Number of Individuals Served
<b>Training and Counseling Services (SRV 3a-f)</b>	
SRV 3a Financial Capability Skills Training	0
SRV 3b Financial Coaching/Counseling	0
SRV 3c Financial Management Programs (including budgeting, credit management, credit repair, credit counseling, etc.)	0
SRV 3d First-time Homebuyer Counseling	0
SRV 3e Foreclosure Prevention Counseling	0
SRV 3f Small Business Start-Up and Development Counseling Sessions/Classes	0
<b>Benefit Coordination and Advocacy (SRV 3g-l)</b>	
SRV 3g Child Support Payments	0
SRV 3h Health Insurance	0
SRV 3i Social Security/SSI Payments	0
SRV 3j Veteran's Benefits	0
SRV 3k TANF Benefits	0
SRV 3l SNAP Benefits	0
<b>Asset Building (SRV 3m-o)</b>	
SRV 3m Saving Accounts/IDAs and other asset building accounts	0
SRV 3n Other financial products (IRA accounts, MyRA, other retirement accounts, etc.)	0
SRV 3o EITC, or Other Tax Preparation programs	0
<b>Loans And Grants (SRV 3p-r)</b>	

SRV 3p Micro-loans	0
SRV 3q Business incubator/business development loans	0
SRV 3r Direct Financial Assistance	0

### Housing Services

Housing Services (SRV 4)	Unduplicated Number of Individuals Served
<b>Housing Payment Assistance (SRV 4a-e)</b>	
SRV 4a Financial Capability Skill Training	0
SRV 4b Financial Coaching/Counseling	0
SRV 4c Rent Payments (includes Emergency Rent Payments)	321
SRV 4d Deposit Payments	4
SRV 4e Mortgage Payments (includes Emergency Mortgage Payments)	0
<b>Eviction Prevention Services (SRV 4f-h)</b>	
SRV 4f Eviction Counseling	11
SRV 4g Landlord/Tenant Mediations	74
SRV 4h Landlord/Tenant Rights Education	0
<b>Utility Payment Assistance (SRV 4i-l)</b>	
SRV 4i Utility Payments (includes Emergency Utility Payments)	1,039
SRV 4j Utility Deposits	20
SRV 4k Utility Arrears Payments	335
SRV 4l Level Billing Assistance	26
<b>Housing Placement/Rapid Re-housing (SRV 4m-p)</b>	
SRV 4m Temporary Housing Placement (includes Emergency Shelters)	0
SRV 4n Transitional Housing Placements	0
SRV 4o Permanent Housing Placements	0
SRV 4p Rental Counseling	20
<b>Housing Maintenance &amp; Improvements (SRV 4q)</b>	
SRV 4q Home Repairs (e.g. structural, appliance, heating systems, etc.) (Including Emergency Home Repairs)	0
<b>Weatherization Services (SRV 4r-t)</b>	
SRV 4r Independent-living Home Improvements (e.g. ramps, tub and shower grab bars, handicap accessible modifications, etc.)	0
SRV 4s Healthy Homes Services (e.g. reduction or elimination of lead, radon, carbon monoxide and/or fire hazards or electrical issues, etc.)	0
SRV 4t Energy Efficiency Improvements (e.g. insulation, air sealing, furnace repair, etc.)	0

### Health and Social/Behavioral Development

Health and Social/Behavioral Development Services (SRV 5)	Unduplicated Number of Individuals Served
<b>Health Services, Screening and Assessments (SRV 5a-j)</b>	
SRV 5a Immunizations - COVID Vaccination	0
SRV 5b Physicals	0
SRV 5c Developmental Delay Screening	0
SRV 5d Vision Screening	0
SRV 5e Prescription Payments	15
SRV 5f Doctor Visit Payments	8
SRV 5g Maternal/Child Health	0
SRV 5h Nursing Care Sessions	0
SRV 5i In-Home Affordable Seniors/Disabled Care Sessions (Nursing, Chores, Personal Care Services)	0
SRV 5j Health Insurance Options Counseling	0
<b>Reproductive Health Services (SRV 5k-o)</b>	
SRV 5k Coaching Sessions	0
SRV 5l Family Planning Classes	0
SRV 5m Contraceptives	0
SRV 5n STI/HIV Prevention Counseling Sessions	0
SRV 5o STI/HIV Screenings	0

Wellness Education (SRV 5p-q)	
SRV 5p Wellness Classes (stress reduction, medication management, mindfulness, etc.)	0
SRV 5q Exercise/Fitness	0
Mental/Behavioral Health (SRV 5r-x)	
SRV 5r Detoxification Sessions	0
SRV 5s Substance Abuse Screenings	0
SRV 5t Substance Abuse Counseling	0
SRV 5u Mental Health Assessments	0
SRV 5v Mental Health Counseling	0
SRV 5w Crisis Response/Call-In Responses	0
SRV 5x Domestic Violence Programs	0
Support Groups (SRV 5y-aa)	
SRV 5y Substance Abuse Support Group Meetings	0
SRV 5z Domestic Violence Support Group Meetings	0
SRV 5aa Mental Health Support Group Meeting	0
Health and Social/Behavioral Development Services (Cont'd.)	Unduplicated Number of Individuals Served
Dental Services, Screenings and Exams (SRV 5bb-ee)	
SRV 5bb Adult Dental Screening/Exams	0
SRV 5cc Adult Dental Services (including Emergency Dental Procedures)	1
SRV 5dd Child Dental Screenings/Exams	0
SRV 5ee Child Dental Services (including Emergency Dental Procedures)	0
Nutrition and Food/Meals (SRV 5ff-jj)	
SRV 5ff Skills Classes (Gardening, Cooking, Nutrition)	0
SRV 5gg Community Gardening Activities	0
SRV 5hh Incentives (e.g. gift card for food preparation, rewards for participation, etc.)	0
SRV 5ii Prepared Meals	980
SRV 5jj Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)	49
Family Skills Development (SRV 5kk-mm)	
SRV 5kk Family Mentoring Sessions	0
SRV 5ll Life Skills Coaching Sessions	0
SRV 5mm Parenting Classes	0
Emergency Hygiene Assistance (SRV 5nn-oo)	
SRV 5nn Kits/boxes	1,308
SRV 5oo Hygiene Facility Utilizations (e.g. showers, toilets, sinks)	0

### Civic Engagement and Community Involvement

Civic Engagement and Community Involvement Services (SRV 6a-f)	Unduplicated Number of Individuals Served
SRV 6a Voter Education and Access	0
SRV 6b Leadership Training	0
SRV 6c Tri-partite Board Membership	0
SRV 6d Citizenship Classes	0
SRV 6e Getting Ahead Classes	0
SRV 6f Volunteer Training	0

### Services Supporting Multiple Domains

Services Supporting Multiple Domains (SRV 7)	Unduplicated Number of Individuals Served
Case Management (SRV 7a)	
SRV 7a Case Management	18
Eligibility Determinations (SRV 7b)	
SRV 7b Eligibility Determinations	94
Referrals (SRV 7c)	
SRV 7c Referrals	0



<b>Transportation Services (SRV 7d)</b>	
SRV 7d Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair; including emergency services)	9
<b>Childcare (SRV 7e-f)</b>	
SRV 7e Child Care subsidies	0
SRV 7f Child Care payments	0
<b>Eldercare (SRV 7g)</b>	
SRV 7g Day Centers	0
<b>Identification Documents (SRV 7h-j)</b>	
SRV 7h Birth Certificate	0
SRV 7i Social Security Card	0
SRV 7j Driver's License	0
<b>Re-Entry Services (SRV 7k)</b>	
SRV 7k Criminal Record Expungements	0
<b>Immigration Support Services (SRV 7l)</b>	
SRV 7l Immigration Support Services (relocation, food, clothing)	0
<b>Legal Assistance (includes emergency legal assistance) (SRV 7m)</b>	
SRV 7m Legal Assistance	0
<b>Emergency Clothing Assistance (SRV 7n)</b>	
SRV 7n Emergency Clothing Assistance	0
<b>Mediation/Customer Advocacy Interventions (debt forgiveness, negotiations or issues with landlords, coordinating with other services or government) (SRV 7o)</b>	
SRV 7o Mediation/Customer Advocacy Interventions	0
<b>CSBG CARES Support Services (7p - 7q)</b>	
SRV 7p Personal Protective Equipment (PPE)	0
SRV 7q COVID Testing	0

## Section C: All Characteristics Report

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)		Form Approved OMB No: 0970-0492 Expires: 02/28/2023	
<h3 style="margin: 0;">Module 4</h3> <h4 style="margin: 0;">Section C: All Characteristics Report</h4> <h4 style="margin: 0;">Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.</h4>			
<u>CSBG CARES Supplemental Instructional Notes</u>  Section C: While the regular submission of the The All Characteristics Report Data Entry Form collects data on all individuals and households, this submission should focus only on the individuals and households that received services supported by CSBG CARES Supplemental grant funds. This demographic information strengthens the CSBG Annual Report by demonstrating who is being served by CSBG Eligible Entities. This information may be determined based on a direct count of individuals for services and activities supported only with CSBG CARES Supplemental funds or based on a proportional analysis for services supplemented with CSBG CARES funds and also funded through regularly-appropriated CSBG funds or other sources.			
Name of CSBG Eligible Entity Reporting:			
State:		DUNS:	
A. Total unduplicated number of all INDIVIDUALS about whom one or more characteristics were obtained:			
B. Total unduplicated number of all HOUSEHOLDS about whom one or more characteristics were obtained:			
<b>C. INDIVIDUAL LEVEL CHARACTERISTICS</b>			
<b>1. Gender</b>	<b>Number of Individuals</b>	<b>6. Ethnicity/Race</b>	<b>Number of Individuals</b>
a. Male		<i>a. Ethnicity</i>	
b. Female		a.1 Hispanic, Latino or Spanish Origins	
c. Other		a.2 Not Hispanic, Latino or Spanish Origins	
d. Unknown/not reported		a.3 Unknown/not reported	
e. TOTAL		a.4 TOTAL	
<b>2. Age</b>	<b>Number of Individuals</b>	<i>b. Race</i>	
a. 0-5		b.1 American Indian or Alaska Native	
b. 6-13		b.2 Asian	
c. 14-17		b.3 Black or African American	
d. 18-24		b.4 Native Hawaiian and Other Pacific Islander	
e. 25-44		b.5 White	
f. 45-54		b.6 Other	
g. 55-59		b.7 Multi-race (two or more of the above)	
h. 60-64		b.8 Unknown/not reported	
i. 65-74		b.9 TOTAL	
j. 75+			
k. Unknown/not reported		<b>7. Military Status</b>	<b>Number of Individuals</b>
l. TOTAL		a. Veteran	
		b. Active Military	
		c. Never Served in the Military	
<b>3. Education Levels</b>	<b>Number of Individuals</b>	d. Unknown/not reported	
	[ages 14-24] [ages 25+]	e. TOTAL	
a. Grades 0-8			
b. Grades 9-12/Non-Graduate		<b>8. Work Status(Individuals 18+)</b>	<b>Number of Individuals</b>

c. High School Graduate/ Equivalency Diploma			a. Employed Full-Time	
d. GED/Equivalency Diploma				
e. 12 grade + Some Post-Secondary			b. Employed Part-Time	
f. 2 or 4 years College Graduate			c. Migrant or Seasonal Farm Worker	
g. Graduate of other post-secondary school			d. Unemployed (Short-Term, 6 months or less)	
h. Unknown/not reported			e. Unemployed (Long-Term, more than 6 months)	
i. TOTAL			f. Unemployed (Not in Labor Force)	
			g. Retired	
<b>4. Disconnected Youth</b>	<b>Number of Individuals</b>		h. Unknown/not reported	
a. Youth ages 14-24 who are neither working or in school			i. TOTAL	
<b>5. Health</b>	<b>Number of Individuals</b>			
a. Disabling Condition	Yes	No	Unknown	
b. Health Insurance*				
*If an individual reported that they had Health Insurance please identify the source of health insurance below.				
Health Insurance Sources				
c.1. Medicaid				
c.2. Medicare				
c.3. State Children's Health Insurance Program				
c.4. State Health Insurance for Adults				
c.5. Military Health Care				
c.6. Direct-Purchase				
c.7. Employment Based				
c.8. Unknown/not reported				
c.9. TOTAL				
<b>D. HOUSEHOLD LEVEL CHARACTERISTICS</b>				
<b>9. Household Type</b>	<b>Number of Households</b>	<b>13. Sources of Household Income</b>	<b>Number of Households</b>	
a. Single Person		a. Income from Employment Only		
b. Two Adults NO Children		b. Income from Employment and Other Income Source		
c. Single Parent Female		c. Income from Employment, Other Income Source, and Non-Cash Benefits		
d. Single Parent Male		d. Income from Employment and Non-Cash Benefits		
e. Two Parent Household		e. Other Income Source Only		
f. Non-related Adults with Children		f. Other Income Source and Non-Cash Benefits		
g. Multigenerational Household		g. No Income		
h. Other		h. Non-Cash Benefits Only		
i. Unknown/not reported		i. Unknown/not reported		
j. TOTAL		j. TOTAL		
		Below, please report the types of Other income and/or non-cash benefits received by the households who reported sources other than employment		
<b>10. Household Size</b>	<b>Number of Households</b>	<b>14. Other Income Source</b>	<b>Number of Households</b>	
a. Single Person		a. TANF		
b. Two		b. Supplemental Security Income (SSI)		
c. Three		c. Social Security Disability Income (SSDI)		
d. Four		d. VA Service-Connected Disability Compensation		
e. Five		e. VA Non-Service Connected Disability Pension		
f. Six or more		f. Private Disability Insurance		
g. Unknown/not reported		g. Worker's Compensation		
h. TOTAL		h. Retirement Income from Social Security		

